

Writing & Formatting Directives



BLM Manual Handbook 1221-1

H-1221-1 - WRITING AND FORMATTING DIRECTIVES

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Chapter I - Writing Directives

CHAPTER I - WRITING DIRECTIVES

A. General Requirements.

1. **Contents.** Writers are responsible for preparing directives that are complete, concise, consistent, and easy to understand. Organize material in logical sequence. Keep in mind the user's point of view and how the user will logically utilize the material presented. Cover one subject in one place; for example, use one-paragraph, section, or chapter, depending on the scope of the subject.
2. **Write an Effective Directive.** Directives are the major means of communicating instructions and information to BLM employees. Write an effective directive that is:
 - a. **Correct.** Get all the facts. Make sure the responsibilities and procedures do not conflict with those in other directives. Make certain citations of authority are current and accurate.
 - b. **Complete.** Use enough detail to minimize the need to check other directives for further information or instructions to save the reader time. When writing a Manual, ensure that long-term instructions in IM's are consolidated into the Manual and that these IM's are canceled. Tell who performs what task; when they are to do it; and, if appropriate, tell where, how, and why.
 - c. **Clear.** Write so the reader can understand the message you are communicating through the directive. Use plain language. In describing a series of actions which must be taken, specify who must do what.
Logically organize the content of the directive. Cover one subject in one place. Using key words, provide brief, descriptive headings for paragraphs and subparagraphs to enable the reader to skim the material and to provide clearer organization.
 - d. **Concise.** Do not include more detail than necessary to communicate the information or instruction.
 - e. **Concrete.** Choose words which express precisely your meaning.
 - f. **Compatible with the Audience.** Consider the audience and the subject material to determine the amount of instruction and detail needed in the Manual. A common error in directives writing is assuming that readers know more than they do about the specific subject.

B. Organizing the Directive. Directives may be organized in several different ways:

1. **By User Group.** Use this organization when more than one official is involved in performing an action. It enables each office to identify quickly those elements of text applicable to their office.
2. **By Order of Importance or Generality.** Place the most important or general subjects first for highlighting policy and procedure. Provide specifics in subsidiary paragraphs.
3. **By Frequency of Use.** Group seldom used instructions together. Consider using an appendix (in Manual Sections or Handbooks) or an attachment in Instruction Memorandums (IM's) or Information Bulletins (IB's) for lengthy procedures covering infrequent cases.
4. **By Frequency of Change.** For Manual Sections and Handbooks, group together, to the extent possible, frequently changed material. This facilitates making later changes.

C. General Writing Rules.

1. **Simple Words.** Use short, familiar, present tense, concrete words.
2. **Word Meanings.** Certain words have particular meanings associated with them:
 - a. **Shall or must** implies a mandatory requirement (**shall** is stronger and is preferred in BLM Manual writing). **Shall not or must not** means that the action is prohibited.
 - b. **Are or is** is an obligation to act.

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- c. **Should** and **ought** are mild commands. The action is desirable but not mandatory.
 - d. **May** and **can** indicate that the suggested action is optional.
 - e. **Will** conveys only future tense and implies little urgency in carrying out a directive.
3. **Gender-Specific Terminology.** Avoid, if possible, the use of the pronoun **he** or **she** when a person of either sex is meant. The following guidelines provide some suggested changes:
- a. Use **one**, **person**, **individual**, or the job title.
 - b. Use plural nouns and **they** or **their** if the meaning will be unaffected.
 - c. Eliminate the pronoun if the sentence will remain grammatically correct without it.
 - d. Repeat the noun instead of using the pronoun.
 - e. Rearrange the sentence to eliminate the need for the pronoun.
4. **Action Verbs.** Sentences should contain action verbs which are short and direct.

Figure I-1 - Action Verbs

Use	Avoid
consider	give consideration to
know	have knowledge of
applies	is applicable

5. **Second Person Imperative.** Use the understood second person to provide simple, direct, unequivocal sentences. Second person imperative gives orders.

Figure I-2 - Second Person Imperative

MAKE an inventory. EVALUATE all alternatives. KEEP a record of maintenance inspections.

6. **First Person Personal Nouns.** **DO NOT USE** first person personal nouns (**I**, **me**, **our**, **us**, and **we**). Use instead second person imperative or third person (**you**, **they**, **them**).
7. **Active Voice.** Use the active voice rather than the passive voice whenever possible to write easily understood sentences.

Figure I-3 - Active and Passive Voice

Use Active Voice - The District Manager approves the plan. Avoid Passive Voice - The Plan is approved by the District Manager.

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8. **Present Tense.** Typically, a directive is in effect as of the date of its issuance. Therefore, directives are written in the present tense.

Figure I-4 - Present and Future Tense

Use Present Tense - The Director **IS** responsible for assuring compliance.
Avoid Future Tense - The Director **WILL BE** responsible for assuring compliance.

9. **Sentence Structure.** Place modifiers next to the words they modify. Keep subject/verb/object relationships simple.

Figure I-5 - Subject/Verb/Object Sentence Structure

The Budget Officer	submits	the revised estimate.
Subject	Verb	Object

10. **Sentence Length.** Try to keep sentences short, 20 words or less, and limit them to one idea. Eliminate unnecessary or redundant words.
11. **Positive and Negative Statements.** Unless warning about common errors or damaging outcomes, state an idea positively rather than negatively.

Figure I-6 - Positive and Negative Statements

Positive Statement - The Official shall select a candidate from the list of eligible employees.
Negative Statement - The official may not select a candidate who is not on the list of eligible employees.

12. **Parallel Construction.** Use nouns, verbs, tense, voice, phrases, and sentences which are parallel in construction.

Figure I-7 - Parallel Construction

Use	Avoid
<p>The contractor PREPARES a bid and MAILS it to the agency.</p> <p>The DIRECTOR requested me TO PREPARE several reports, TO COMPLETE the outline, and TO PLAN next week's schedule. OR, The Director requested several REPORTS, the completed OUTLINE, and next week's SCHEDULE.</p>	<p>The contractor WILL prepare a bid and MAILS it to the agency.</p> <p>The Director requested SEVERAL reports, COMPLETING the outline and TO PLAN next week's schedule.</p>

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13. **Transitional Words.** Use transitional words to link sentences into a coordinated, logical paragraph.

Figure I-8 - Transitional Words

To:	Use:
Add some ideas	also, besides, moreover, another way, a second method.
Contrast ideas	but, yet, still, however, otherwise, nevertheless, in contrast, on the other hand.
Compare ideas	like, similar, just as
Show result	thus, therefore, consequently, as a result, hence
Show time	then, next, later, earlier, meantime, afterwards, immediately

14. **Paragraphs.** Use the following rules to clarify instructions or information:
- Paragraph Organization.** State the main point in the first sentence. State the rule, then the exceptions.
 - Paragraph Length.** Try to make each paragraph 10 lines or less. Reorganize material to shorten complex paragraphs. Use subparagraphs to break up long paragraphs or use lists.
 - Listing Steps, Conditions, Limitations, and Exceptions.** Avoid complex paragraphs by itemizing or enumerating steps in a process or procedure, conditions, limitations, and exceptions.
 - Numbering or Lettering Paragraphs.** Number or letter paragraphs when citing particular elements of instruction or information. If a chapter is divided into sections, at least two sections must appear within that chapter.
15. **Punctuation, Style, and Grammar.** The *U.S. Government Printing Office Style Manual* should be followed in matters of punctuation, style, and grammar. Refer to the Bibliography for additional grammar books which may be used.
16. **Capitalization Rules.** Refer to the *U.S. Government Printing Office Style Manual* for general rules of capitalization. Additional words which are capitalized in BLM are listed below:

Instruction Memorandums	
Information Bulletins	
Manual System	
Manual	(when referring to BLM directives)
Manual Section	
Handbook	
Washington Office	
Headquarters	
State Office	
District Office	(when referring to BLM offices)
Resource Area	
Field Office	
Official titles of BLM employees	
Any BLM system	

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17. **Acronyms.** When using an acronym, spell out what the acronym stands for and add the acronym in parentheses. The exceptions are acronyms with which BLM employees are familiar such as PIPR, AWP, NEPA, and FLPMA. If many acronyms are used in the directive, provide the reader with a list of acronyms in one location (if the directive is a Manual, the point zero series or an Appendix is appropriate). (See Appendix I for a list of commonly used acronyms.)
18. **Standard Citations.** Examples of standard citations are listed below:
 - a. **Legal Authorities.**
 - (1) Paperwork Reduction Act of 1980 (44 U.S.C. 3501-3520).
 - (2) Section 28 of the Mineral Leasing Act of 1920, as amended (30 U.S.C. 185).
 - (3) Federal Coal Management Program Regulations (43 CFR 3400, et seq.).
 - (4) Alaska Livestock Grazing Act, as amended (43 U.S.C. 316 to 316o).
 - (5) Executive Order 11988, Floodplain Management (42 CFR 26951; May 25, 1977).
 - (6) Departmental Manual (370 DM 713).
 - (7) Secretarial Order 3048, Dam Safety, February 28, 1980.
 - b. **Forms.** Use the form number and complete title the first time the form is referenced. Thereafter, use only the form title.
 - c. **Reports.** Use the complete report title and report number, if any. Thereafter, use only the report title.
 - d. **Units of Organization.** Use official names only.
19. **Assistance Information.** Do not use names of persons, telephone numbers, room numbers, or other information subject to change in Manuals. Such references should be included in IM's and IB's.
20. **Prescribing Materials, Supplies, and Forms.** Include in the directive text, or in an appendix or attachment if the listing is extensive, information on:
 - a. **Source of supply** and availability date.
 - b. **Method** of requisitioning.
 - c. **Unit of issue** and stock number if any.
21. **Footnotes and Notes.** Avoid footnotes and explanatory inserts that do not fit text continuity.
 - a. Use a note following a paragraph to explain or to ensure better understanding of a word or statement. Use no more notes than necessary. Put a note in parentheses or precede it by the word **NOTE** in caps and underlined.

NOTE: Notes should be indented under the pertinent paragraph or subparagraphs to distinguish them from the text.
 - b. Use footnotes if the explanation is so lengthy that it interrupts the thought sequence. Place the explanation in a footnote or consider reorganizing the text. Use footnotes sparingly to:
 - (1) Acknowledge or give credit for borrowed or quoted material.
 - (2) Explain a word or statement in the text if the explanation is too lengthy for a note.
 - (3) Refer to other works or information not essential to the meaning of the text.

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- c. Identify the footnote by a superior number (a number placed slightly above the line at the end of the sentence or passage to which it relates). Place the footnote at the bottom of the page which contains the reference. Separate it from the text by a typed or hand-ruled line.
22. **Cross-References.** Minimize cross-references between directives. Repeat brief items verbatim and cross-reference for lengthy technical details. **DO NOT REFERENCE TEMPORARY DIRECTIVES IN PERMANENT DIRECTIVES.** (See Chapter III, Paragraph F for specific instructions on using cross-references in a Manual.)
- D. **Graphics.** Use tables, drawings, a playscript, and other graphics to replace or elaborate on text in the directive when graphic aids would convey meaning more easily than text.
 1. **Types of Graphics.** Tables may be included in directives as follows:
 - **IM's and IB's:** Include as part of the text or as an Attachment.
 - **Manual Section:** Include as an Illustration.
 - **Handbooks:** If short, include as a Figure in the body of the text or, if more than one page, include as an illustration following the text.
 - a. **Playscript** is a special formula for writing which is very useful to describe who does what. It is a suitable technique to explain any activity which must follow a certain progression or involves routing a piece of work through a number of individuals. Every playscript must show a logical movement from one individual to another (see Illustration 1).
 - b. **Drawings** may be used to convey pictorial material which is difficult to describe in text. Examples include how a fence or an embankment dam is constructed, examples of types of signs which may be ordered from the Sign Shop, etc. Drawings may be included as Figures in the text or as Illustrations following the text.
 - c. **Worksheets** may be used to guide performance for complex, repetitive, step-by step tasks. For example, a worksheet can be used to guide calculations (similar to a tax form), or it may be used as a checklist of steps in a process to be completed. Use worksheets to:
 - (1) Provide an aid for use on the job.
 - (2) Show step-by-step tasks.
 - (3) Reduce the need to refer back to the Manual since instructions are on the worksheet.
 - (4) Provide a formal record of a completed job.
 - d. **Tables** may be used to convey instructions and information. There are many different kinds of tables. Each type may be used individually or several types may be combined to meet particular needs. Major types of tables are listed below.
 - (1) **Standard Table.** A standard table is data arranged in columns. The listed items are organized by some criterion such as alphabetical or numerical order. The format requirements for standard tables are not rigid; many variations are possible, depending on the kind of material placed in the table (see Illustration 2).
 - (2) **Text Table.** Text tables provide narrative how-to-do-it instructions in a tabular format. They may be used when there are certain common elements to particular situations which fit into a matrix (see Illustration 3).
 - (3) **Instra-Chart.** Instra-charts typically show steps in a process and who is responsible for completing those steps (see Illustration 4).

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- (4) **Specified Action Table.** The specified action table shows a series of related actions that are usually taken in a certain order but that do not depend on any condition (see Illustration 5). Use specified action tables to show:
 - (a) Steps in a procedure.
 - (b) How to complete a form.
 - (c) Responsibilities.
- e. **Decision Logic Tables.** Decision logic tables help sort out the conditions and results in a complex set of instructions (see Illustration 6). Use decision logic tables when:
 - (1) Explaining a choice of actions that depends on a condition or set of conditions.
 - (2) Describing such a choice would be complex or wordy.
- 2. **Printing Graphic Materials.** Graphic of information and instruction in IM's and IB's is normally as an Attachment on white 8½ x 11" paper. In Manuals, normally either incorporate the graphic into the text as a figure if it is short, or as an Illustration or appendix if it is lengthy. Use the following instructions in handling oversized material:
 - a. **Reductions.** Sometimes oversized charts and tables can be photo-reduced to fit within the margins prescribed. Use this method if legibility is not impaired. Do not reduce material without making sure reduction will not seriously impede use. When in doubt, consult BLM printing personnel.
 - b. **Two-Page Spread.** Frequently, using two pages facing each other to spread out oversize material will work well. Consult with directives personnel for assistance.
 - c. **Fold-Outs.** If neither reduction nor a two-page spread of oversized material will work effectively, use oversize paper folded to fit the 8½ x 11" page size. Avoid this technique if other workable solutions are available since it is more expensive to print fold-outs, and there may be times when fold-outs will hide identification and other key finding information. Prior to preparing the fold-out, consult with BLM printing and directives personnel.

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Example of a Playscript

INSTRUCTIONS

Steps in the Manual Writing Process		
Responsible Official	Step	Action
Originating Official	1.	Determine the scope of the Manual.
	2.	Consult with the responsible Washington Office Manual Coordinator or Branch of Directives Management editors for guidance on beginning the Manual writing process. Additional consultation should take place, as necessary, throughout the Manual writing process.
	3.	Review relevant material including laws, regulations, orders, and other existing directives.
	4.	Draft a work schedule.
	4a.	If the Manual is critical, include the work schedule as an MBO item after confirming the schedule with the Branch of Directives Management.
	5.	Outline the material.
	5a.	If Handbooks are to be used, segregate material needed for managers in the Manual Section and what is needed for specialists and technicians in the Handbook.
	6.	Determine what graphics are appropriate in consultation with the printing and editing personnel.
	7.	Clear the assignment of subject code numbers with the Branch of Directives Management.
	8.	Write the draft Manual.
	9.	Send the draft Manual for review, comment, and surname to concerned officials.
Manual Coordinators or Editors, Branch of Directives Management	10.	Incorporate appropriate comments into the final Manual.
	11.	Send the final Manual for editing.
	11a.	If the Manual is to be edited by the Branch of Directives Management editors, send Manual to the Branch of Directives Management for detailed editing.
Originating Official	11b.	If the Manual is to be edited by a Manual Coordinator, send Manual to the Manual Coordinator for detailed editing. Send the Manual to the Branch of Directives Management prior to signing for an overall review.
	12.	Review the final Manual for organization, format, typing and grammar errors, and other points of review as listed on the Manual Clearance Checklist (Form 1221-13).
Signing Official	13.	Arranges for retyping, if it is needed.
	14.	Route the Manual to the signing official.
Chief, Branch of Directives Management	15.	Reviews the Manual and signs the Manual Transmittal Sheet.
	16.	Directs an editor to prepare the Manual Release for printing and distribution.

1. Paragraph Number. If the playscript is included as part of the text of the Manual, the playscript is assigned a paragraph number and a brief introductory statement may be added, as with any other Manual Section or Handbook paragraph.
2. Appendix. If playscript is added as an appendix to the Manual Section or Handbook, it is titled, and an introductory may be included, if needed.
3. "Responsible Official" Column. This column lists the officials responsible for carrying out the consecutive actions which comprise the work process. Include only BLM officials.
4. "Step" Column. This column records the actions in numerals from 1 to the end of the work process. Exceptions to the "normal" action are numbered as follows: 1a, 1b, 1c, etc.
5. "Action" Column. This column includes all actions in time sequence as they occur in the process. Each action step leads directly to the next one, so there is no break or repetition in the flow of action.

Exceptions to the "normal" action are sub-steps, and begin with the word "if" (e.g., "If review cannot be completed within 30 days, notifies DSC as to the approximate date of completion.")
6. Language. Each action begins with an action verb and is stated in a short, positive sentence.

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Chapter 1 - Writing Directives

Example of a Standard Table

NUMBER OF INSTRUCTION MEMORANDUMS AND INFORMATION BULLETINS
ISSUED IN FY 1985

	Instruction Memorandums	Information Bulletins
October	58	22
November	70	26
December	60	21
January	61	26
February	52	37
March	78	22
April		
May		
June		
July		
August		
September		

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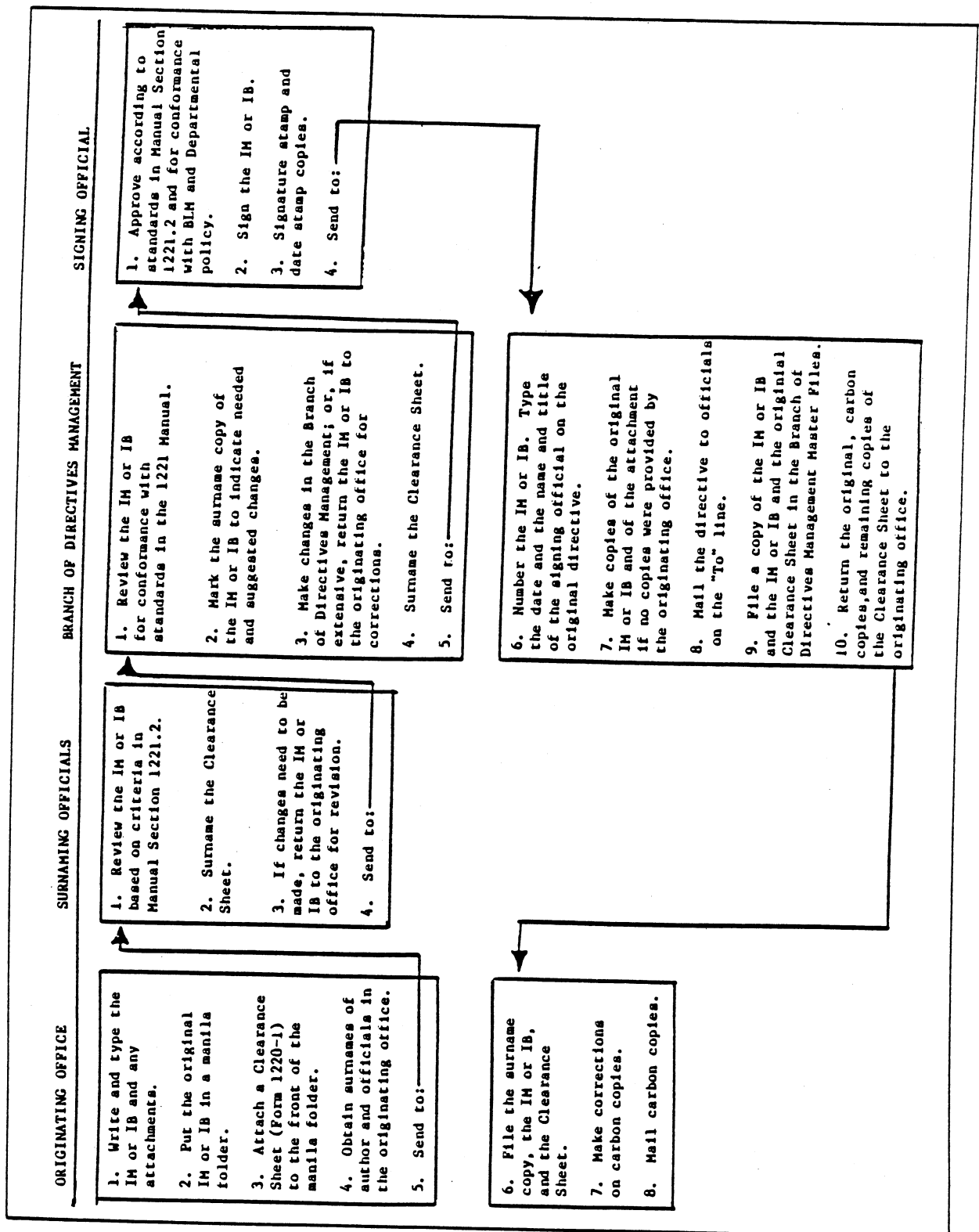
Example of a Text Table

DIRECTIVES INDEXING AIDS

	DIRECTIVES INDEX	SUBJECT CODE INDEX	CHECKLIST OF BLM MANUAL PAGES IN EFFECT
DESCRIPTION	A list of each Instruction Memorandum, Information Bulletin, Manual Release, and Form issued.	A list of all subject codes and related titles which are in effect.	A list of each facing (right hand) page in the BLM Manual.
PURPOSE	To enable officials to ensure they have received each directive they need.	To enable employees to assign subject codes to BLM paperwork and to file and find material using correct subject codes.	To enable employees to determine whether their BLM Manuals are complete and to enable employees to assemble sets of BLM Manuals.
FREQUENCY OF ISSUANCE	Monthly and also as an annual compilation of current Instruction Memorandums.	Periodically as an appendix to Manual 1220, Paperwork Management.	Every 6 months by an Instruction Memorandum.

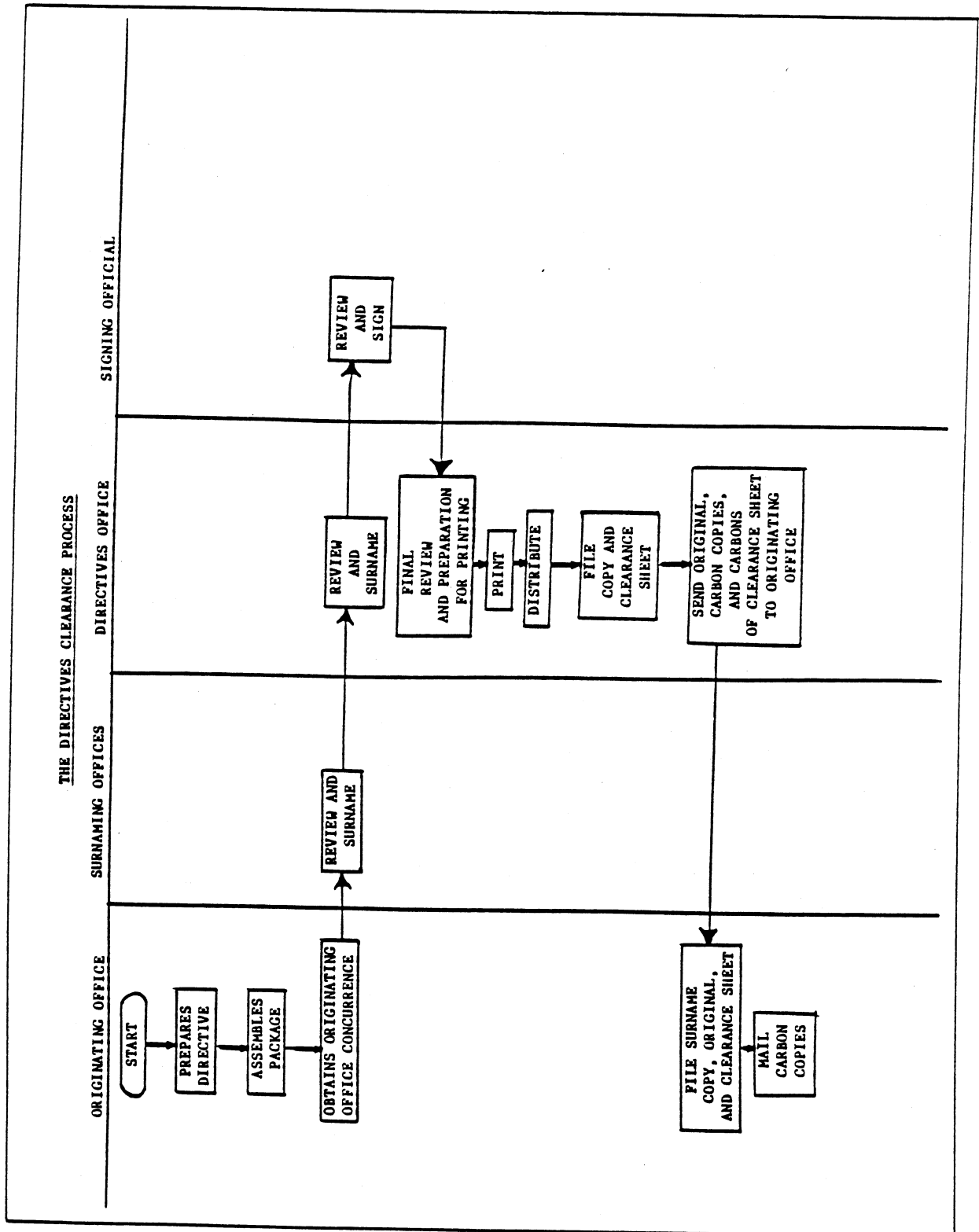
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Example of an Instra-Chart



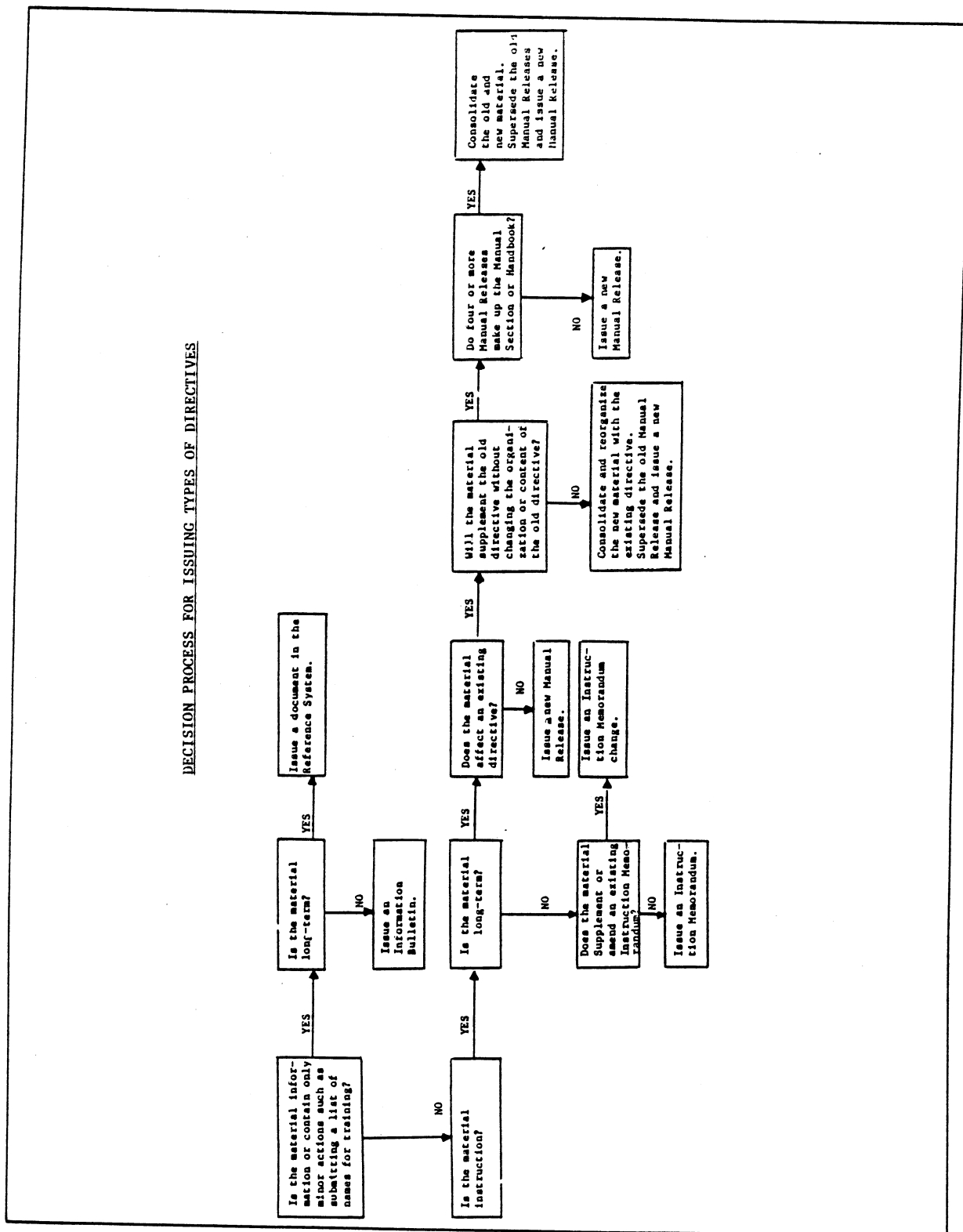
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Example of a Specified Action Table



Chapter I - Writing Directives

Example of a Decision Logic Table



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Chapter I

Bibliography

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H-1221-1 - WRITING AND FORMATTING DIRECTIVES**Chapter I - Writing Directives****Acronyms**

Except for the acronym BLM, spell out each acronym prior to use and follow with the acronym in parentheses (i.e., Annual Work Plan (AWP)).

ACEC	Area of Critical Environmental Concern
AD	Assistant Director
ADP	Automated Data Processing
AFILMS	Automated Federal and Indian Leasable Minerals System
AFO	All Field Officials
ALMRS	Automated Land and Mineral Record System
AMP	Allotment Management Plan
AO	Administrative Officer
APD	Application for Permit to Drill
ASCD	Associate Service Center Director
ASD	Associate State Director
ATROW	Access and Transportation Right-of-Way
AUM	Animal Unit Month
AWP	Annual Work Plan
BIA	Bureau of Indian Affairs
BIFC	Boise Interagency Fire Center
BLM	Bureau of Land Management
BOM	Bureau of Mines
BRASS	Bonus and Rental Accounting Support System
CDMS	Complex Departmental Mail System
CEQ	Council on Environmental Quality
CFR	Code of Federal Regulations
CMA	Cooperative Management Agreement
COAR	Contracting Officer's Authorized Representative
COB	Close of Business
COLA	Cost of Living Adjustment
CY	Calendar Year
DD	Due Date/Deputy Director
DDB	Directives Digest Bulletin
DES	Draft Environmental Statement
DFC	Denver Federal Center
DM	District Manager
DO	District Office
DOE	Department of Energy
DOI	Department of the Interior
DPP	Development Project Process
DRD	Detailed Requirement Definition
DSC	Denver Service Center
EA	Environmental Assessment
EEO	Equal Employment Opportunity
EMS	Electronic Mail System
EO	Executive Order
EOY	End of Year
EPA	Environmental Protection Agency

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Chapter I - Writing Directives

EIS	Environmental Impact Statement
FEORP	Federal Equality Opportunity Recruitment Plan
FES	Final Environmental Statement
FLPMA	Federal Land Policy and Management Act
FOIA	Freedom of Information Act
FPM	Federal Personnel Manual
FPR	Federal Procurement Regulations
FR	Federal Register
FRC	Federal Records Center
FS	Forest Service
FWS	U.S. Fish and Wildlife Service
FY	Fiscal Year
GAO	General Accounting Office
GBL	Government Bill of Lading
GIS	Geographic Information System
GME	General Management Evaluation
GPO	Government Printing Office
GS	U.S. Geological Survey or General Schedule
GSA	General Services Administration
HMP	Habitat Management Plan
IBLA	Interior Board of Land Appeals
IB's	Information Bulletins
IG	Inspector General
IM's	Instruction Memorandums
IWR	Individual Well Record
JDR	Job Documentation Report
KGRA	Known Geothermal Resources Area
KGS	Known Geologic Structure
KLA	Known Leasing Area
KSA	Knowledges, Skills, and Abilities
LWOP	Leave Without Pay
MBO	Management by Objectives
MFP	Management Framework Plan
MMS	Minerals Management Service
MOU	Memorandum of Understanding
MPH	Miles Per Hour
MTP	Master Title Plats
MULTICS	Multiplexed Information and Computing Service
NARS	National Archives and Records Service
NEPA	National Environmental Policy Act
NGPA	Natural Gas Policy Act
NOAA	National Oceanic and Atmospheric Administration
NPLAC	National Public Lands Advisory Council
NPS	National Park Service
NTL	Notice to Lessees
OAS	Office of Aircraft Services

H-1221-1 - WRITING AND FORMATTING DIRECTIVES

Chapter I - Writing Directives

OCR	Optical Character Recognition
OEPR	Office of Environmental Project Review
OF	Optional Form
OMB	Office of Management and Budget
OPF	Official Personnel File
OPM	Office of Personnel Management
ORV	Off-Road Vehicle
OSHA	Occupational Safety and Health Administration
OSM	Office of Surface Mining
PAWP	Preliminary Annual Work Plan
PBA	Policy, Budget, and Administration
PD	Position Description or Public Domain
PIPR	Performance Improvement and Position Review
PL	Public Law
PLO	Public Land Order
PLS	Public Land Statistics
POV	Privately Owned Vehicle
QMR	Quarterly Mining Report
R/W	Rights-of-Way (also ROW)
RA	Resource Area
RARE	Roadless Area Review and Evaluation
RFB	Request for Bid
RFP	Request for Proposal
RIF	Reduction in Force
RMP	Resource Management Plan or Recreation Management Plan
SCD	Service Center Director
SD	State Director
SF	Standard Form
SID	Secretarial Issue Document
SIMO	Simultaneous Oil and Gas
SLUP	Special Land Use Permit
SOG	Simultaneous Oil and Gas
SRP	Special Recreation Permits
T&A	Time and Attendance
T&R	Township and Range
TA	Travel Authorization
TO	Table of Organization
TR	Transportation Request
WAE	When Actually Employed
WM	Work Month
WO	Washington Office
WRC	Water Resources Council
WSA	Wilderness Study Area

II-1

H-1221-1 - WRITING AND FORMATTING DIRECTIVES
Chapter II - Formatting Instruction Memorandums and Information Bulletins

CHAPTER II-FORMATTING INSTRUCTION MEMORANDUMS AND INFORMATION BULLETINS

A. Subject Codes.

1. Locate the subject code(s) and originating office code(s) in the upper right corner of the Instruction Memorandum (IM) or Information Bulletin (IB) directly beneath the phrase "In Reply To:" (see Manual 1220, Appendix 1, for the Subject Code Index).
2. Assign all subject codes which apply to the subject of the IM or IB. In many cases multiple subject codes are needed. Office codes may be multiple also if more than one office is involved in writing the directive; however, they should be limited to no more than two codes.
3. Do not use subject codes with extra numbers or letters which are not in use Bureauwide.

B. If the Instruction Memorandum or Information Bulletin Affects Other Temporary or Permanent Directives.

If the IM or IB affects a BLM Manual or an Instruction Memorandum which has not expired or Information Bulletin, the notations illustrated below may be typed below the phrase "In Reply Refer To:"

Figure II-1 - Notations

1221 (855)	1221 (855)	1221 (855)
Related to	Affects	Supersedes
IB 86-100	Manual	IM 86-103
	12214	

C. Date Signed.

The date of signature is the effective date of the IM or IB unless stated otherwise in the directive. The signature date is typed after the IM or IB is signed. Do not use a date stamp since it will not photocopy.

D. Types of Instruction Memorandums and Information Bulletins.

The directive will be one of several types: an Instruction Memorandum or Information Bulletin which is sent to the Field and sometimes also to the Washington Office (see Illustrations 1 and 2); a Director's Office Instruction Memorandum or Information Bulletin which is sent only to employees or officials in the Washington Office; or a Field Office Instruction Memorandum or Information Bulletin sent by the Denver Service Center, Boise Interagency Fire Center, State Office, or District Office to other Field Offices under their jurisdiction. State Directors may authorize Resource Area Managers to establish Directives Systems; however, this is not encouraged.

E. Numbering Instruction Memorandums and Information Bulletins.

IM's and IB's are numbered using separate numbering systems for tracking. Both IM and IB tracking numbers begin with the number of the fiscal year (e.g., Information Bulletin No. 86—) which is typed on the directive by the originating office. IM's and IB's are assigned consecutive numbers by the responsible directives management official after the IM or IB is signed. The consecutive number is typed following the number of the fiscal year (e.g., Information Bulletin No. 86-39). Field Offices should add their identifying abbreviations to numbered directives issued by their offices (i.e., Instruction Memorandum No. CA-CDD-86-22; WY-010-86-22). IM's and IB's are not assigned numbers prior to signature.

F. Instruction Memorandum Changes.

The following rules must be used when making a change to an original Instruction Memorandum:

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Chapter II - Formatting Instruction Memorandums and Information Bulletins

1. Subject codes, To line, and From line must be the same as the original IM. The Subject line may be expanded, however, to contain additional information. To enable computer sorting by key word, do not delete key words within the subject line and keep all key words within the first 80 letters.
2. Additional subject codes may be used.
3. The expiration date must be the same.
4. A change IM regarding substantive policy or procedure must be surnamed by officials from the same offices who surnamed the original IM.
5. An official from the same office which initiated the original IM must also surname the change IM.
6. The official who signed the original Instruction Memorandum will normally sign the change IM.

NOTE: Since Information Bulletins have no expiration date, change IB's are not issued. If material has changed, reference the number of the original IB in the text of the new IB and explain the changes if necessary.

G. Expires Line on Instruction Memorandums.

In most cases, an automatic expiration date of September 30 is assigned, for IM's allowing a minimum of 9 months for the IM to remain in effect. For example, if an IM is issued prior to January 1, 1985, the Expires line would read 9/30/85; however, if an IM is issued after January 1, 1985, the Expires line would read 9/30/86.

Expiration dates on IM's may be flexible under certain circumstances. For example, if an IM only requests comments on a draft Manual, the IM could expire at the end of the month following the due date.

Officials responsible for directives management send a list of Instruction Memorandums due to expire on September 30 to each originating office 2 months prior to the expiration date. At this time, officials may elect to have these IM's expire, or they may extend selected IM one time for an additional 12 months.

Information Bulletins are self-expiring and are kept only as long as they are needed. They are not assigned an expiration date.

H. To Line.

IM's and IB's are sent to titles of officials or offices, not to names of individuals. Be certain that all officials needing to see the IM or IB and officials mentioned in the IM or IB are on the To line. The following table identifies receiving officials and their abbreviations:

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Chapter II - Formatting Instruction Memorandums and Information Bulletins

Figure II-2 - To Line

RECEIVING OFFICIALS	ABBREVIATION
1. Directorate a. Director and Special Assistants b. Deputy Director c. Assistant Directors d. Deputy Assistant Directors e. Office Chiefs	1. (None) a. None b. DD c. AD's d. DAD's e. None
2. All Washington Office Officials a. Director and Special Assistants b. Deputy Director c. Assistant Directors d. Deputy Assistant Directors e. Office Chiefs f. Division Chiefs g. Branch Chiefs h. Staff Chiefs	2. All WO Officials
3. All Field Officials a. State Directors b. District Managers c. Resource Area Managers (at detached locations) d. Service Center Director e. BLM Director-Boise Interagency Fire Center	3. AFO's
4. State Directors	4. SD's
5. Service Center Director	5. SCD
6. BLM Director-Boise Interagency Fire Center	6. BLM D-BIFC

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Titles of receiving officials may be combined on the To line. For example, the To line may read **All WO and Field Officials**, or it may read **Directorate, SD's, and BLM D-BIFC**. The To line may also be written to show exceptions such as **All State Directors (except Montana)**.

I. Attention Line. (Optional)

An **Attention** line may be included just below the To line. This procedure is helpful in those cases where IM's or IB's should be brought promptly to the attention of particular officials (e.g., Personnel Officers, Planning Chiefs, Deputy State Directors, etc.).

J. From Line.

When writing Instruction Memorandums or Information Bulletins issued from the Headquarters, always use **Director**. If someone other than the Director signs the IM or IB, that official's title will be typed under the signature. Field offices must establish similar procedures.

K. Subject Line.

Be as specific as possible about the subject content of the IM or IB. As a general rule, limit the subject line to two lines. Include key words within the first 80 characters of the subject line to enable computer sorting of IM's and IB's by key word.

L. Due Date (DD).

Use the DD to alert officials of the need to submit material to a Washington Office, the Denver Service Center, the Boise Interagency Fire Center, or a Field Office. If a report is recurring, the IM must be reviewed by the Headquarters Branch of Records Management (see Manual 1222.4). Due dates may be used on IB's for minor actions such as submitting names for training, etc. Follow these rules:

1. Put the DD on the subject line near the right margin if there must be a response to the IM or IB by a certain date.
2. Make certain that the DD does not fall on a weekend or holiday.
3. Allow at least 3 weeks for State Offices to respond to a request for information. Allow at least 4 weeks if information is needed from District Offices. Remember to allow 1 to 2 weeks for the IM to complete the surname process. Lengthy attachments may require an additional week for photocopying.
4. Send responses to Director (office code) if responses are to be mailed to Headquarters.

M. Body of the Instruction Memorandum or Information Bulletin.

1. Refer to Chapter I for instructions on how to write IM's and IB's.
2. Thoroughly check these items before sending the IM or IB for surname:
 - a. Grammar.
 - b. Punctuation.
 - c. Spelling and typing errors.
 - d. Clarity.
 - e. Correct and complete legal or reference citations.
3. Under most circumstances, do not refer to expired IM's and IB's.

N. Signature Line.

1. Be certain the signing official is authorized to sign the IM or IB. Refer to the Signing Authority Chart in Manual Section 1221, Paragraph .22C.

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2. Be certain there is room for the signature at the bottom of the page. Allow space of at least 10 lines between the last line of the IM or IB and the attachment line.
3. The signing official must sign the original in black ink. The signing official's name and title are typed below the signature. If the official is acting, Acting must be typed and not stamped below the official's acting title. Otherwise, the signature and Acting will not photocopy. Acting officials sign as **Acting**, not as **Acting for**. Copies may be signature stamped.

O. Attachments.

NOTE: Making attachments is expensive. The more copies that need to be made, the longer it takes to get the directive printed. Ask yourself these questions:

1. Are the attachments really needed, or will references to the attachments do as well?
2. Can the content be summarized so it is easier to understand and so the attachment needs fewer pages?

1. If the attachment being sent is a draft document, stamp each page **DRAFT**.
2. Attachments which are intended to provide interim operating instructions **must not** be stamped **DRAFT**. Similarly, they **may not** be referenced in the IM as draft guidance. Such an attachment must be titled **Interim Instructions**. This prevents confusion about the intended use of the material.
3. For the **Attachment** listing on the last page of the directive:
 - a. List the number of attachments.
 - b. Type the **EXACT** titles of the attachments.
 - c. Give the number of pages each attachment has in parentheses at the end of the attachment title. For example:

Figure II-3 - Attachment Listing

<p style="margin: 0;">2 Attachments:</p> <p style="margin: 0;">1 - FY 1982 Budget Report (12 pp)</p> <p style="margin: 0;">2 - Project List (1 p)</p>

4. Each page of an attachment must be numbered to ensure that attachments are printed and collated correctly.
 - a. The pages of unnumbered attachments must be numbered consecutively (i.e., 1-1, 1-2, etc. for Attachment 1; 2-1, 2-2, etc. for Attachment 2) on the lower right corner of each page.
 - b. Materials that are already numbered (e.g., booklets, large-volume materials) in the normal consecutive page numbering system may be numbered as Attachment 1 on the cover page with the total number of pages specified on the attachment listing on the IM or IB.
 - c. Other special circumstances may dictate prudent use of the above procedure.
5. Attachments sent under separate cover **MUST** have a copy of the IM or IB attached to ensure that the attachments and related directive will be matched together.

P. Clearance Sheet.

1. Type the subject code(s), originating office code(s), and subject line on the Clearance Sheet (Form 1220-1) exactly as on the IM or IB (see Illustration 3 for an example of a Clearance Sheet).

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Chapter II - Formatting Instruction Memorandums and Information Bulletins

2. Mark what kind of directive it is, Instruction or Information, in the box at the top right corner of the Clearance Sheet.
3. List on the Clearance Sheet each official who has a direct policy or program-related interest in the directive. Include the office responsible for directives management on the Clearance Sheet prior to signature and again after signature.
4. Retain a copy of the Clearance Sheet and a copy of the IM or IB in the originating office to enable tracking during the surname process.

Q. Assembling for Surname and Signature.

Attach the Clearance Sheet (Form 1220-1) to the front of the manila folder and assemble material in the folder according to Illustration 4. Include a copy of any affected directive.

R. Surnaming and Signing.

1. Route the IM or IB to the appropriate surnaming and signing officials.
2. See Manual Section 1221.2 for surnaming and signing standards.

S. Distribution.

It is the responsibility of originating offices to ensure that all interested offices not listed on the To line receive copies of IM's and IB's. Note the distribution of the IM or IB, other than to those officials on the To line, on the lower left side of the last page of file copies of the directive. The Washington Office does not add this notation of distribution to the original of the directive; if desired, Field Offices may require that the distribution line be typed on the original IM or IB. The distribution notation is as follows:

Figure II-4 - Distribution Line

<p>Distribution</p> <p>WO-[appropriate program office code] (1 copy)</p> <p>D [appropriate counterpart office code] (1 copy)</p> <p>[list additional codes and number of copies, as necessary]</p>

If attachments are part of the original IM or IB, but are not included with the copies, make the following entry (1 copy w/o attachment).

See Manual Section 1221.32 through .34 for additional instructions concerning distribution including electronic mailing of directives.

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Information Bulletins
Example of an Instruction Memorandum



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

(A) 1221 (735)
IN REPLY REFER TO

(B) Affects
Manual
1221

(C) June 25, 1986

(D) Instruction Memorandum No. 86-822, Change 1
(E) Expires 9/30/87

(G) To: SD's, SCD, BLM D-BLPC
(H) Attention: Chief, Division of Records Systems

(I) From: Director

(J) Subject: Revision of BLM Directives System Procedures (K) DD 9/16/86

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X XXXXXXXX.

(L)

Frank Napoli
Chief, Division of Administrative Services

- (M) 2 Attachments (2 copies to each addressee):
(P) 1 - Summary of Task Force Findings Concerning the Directives
System (12 pp)
2 - Actions for Implementing Task Force Findings (5 pp)

INSTRUCTIONS

Note: Items are keyed by letter to the text of Chapter II.

- A. Subject Code and Office Code. Originating office enters (see A).
- B. Notations. Use to alert readers to the need to refer to another directive (see B).
- C. Date Signed. Directives Management adds after the directive has been signed (see C).
- D. Directive Number. Directives Management assigns after the directive has been signed (see D).
- E. Change to a Numbered Memorandum. Type the same memo number and add "Change 1" if the new memo is the first change to the original numbered memorandum (see E).
- F. "Expires" Line. In most cases, the date the memo expires is September 30 of the following year (see G).
- G. "To" Line. Title or abbreviation of action officials (see H).
- H. "Attention" Line. (Optional) Use if the directive needs to be routed to specific program officials (see I).
- I. "From" Line. Always use "Director" (see J).
- J. "Subject" Line. Identification of content of the directive. Use exact key words to allow for computer sorting by key words (see K).
- K. Due Date (DD). Date response is due in a particular office (see L).
- L. Signature. If an acting official signs, type "Acting" below the position title (see N and Illus. 2).
- M. "Attachment" Line. List attachment and identify each by number and exact title. List the number of pages for each attachment in parentheses after the attachment title (see O).
- N. More Than One Copy of an Attachment Sent to an Addressee. Write on the attachment line "(insert number of copies) copies to each addressee" (see O).
- O. Attachments Sent Under Separate Cover. Attachments which have a large number of pages are often mailed by the originating office to Field Offices. If this is the case, write on the Attachment Line "(sent under separate cover)." Provide a copy of the directive with the attachments sent to the Field (see O and Illus. 2).
- P. Numbering Attachments. In most cases, number attachments on each page 1-1, 1-2, etc. for Attachment 1; 2-1, 2-2, etc. for attachment 2 (see O).

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Chapter II - Formatting Instruction Memorandums and
Information Bulletins

Example of an Information Bulletin



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

(A) IN REPLY REFER TO:
1221 (755)

(B) Related to
IB 84-40

(C) January 5, 1986

(D) Information Bulletin No. 86-101

(E) To: DD's, AD's, WO-822, SCD, BLM D-SIFC
(F) Attention: State Records Managers

(G) From: Director

(H) Subject: Report on the Directives Management System (I) DD 1/13/86

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XXXXXXXXXX XXXX XXX X XXXXXXXXXXXX. XXXXX XXX XXXXXXXXXXXX XXX XXX XXXXXXXXXXXX
XXXXX.

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XXX XX XXXX XX X XXXXXXXXXXX XXXXXXXXXXX XXXX XXXXXXX XXXXXXXXXXX XXX XX XXXXXXXXXXX XXX
XXX XXXXXXX.

(J)
Frank Napoli
Chief, Division of Administrative Services

(K) 1 Attachment (sent under separate cover):
(L) 1 - Report on the Directives Management System (55 pp)

INSTRUCTIONS

NOTE: Items are keyed by letter to the text of Chapter II.

- A. Subject Code and Office Code. Originating office enters (see A).
- B. Notations. Use to alert readers of the need to refer to another directive (see B).
- C. Date Signed. Directives Management adds after the directive has been signed (see C).
- D. Directive Number. Directives Management assigns after the directive has been signed (see E).
- E. "To" Line. Title or abbreviation of action officials (see H).
- F. "Attention" Line. (Optional) Use if the directive needs to be routed to specific program officials (see I).
- G. "From" Line. Always use "Director" (see J).
- H. "Subject" Line. Identify the content of the directive. Use exact key words to allow for computer sorting by key words (see K).
- I. Due Date (DD). Date response is due in a particular office (see L and Illus. 1).
- J. Signature. If an acting official signs, type "Acting" below the signature (see N).
- K. "Attachment" Line. List attachments and identify each by number and exact title. List the number of pages for each attachment in parentheses after the attachment title (see O).
- L. Attachments Sent Under Separate Cover. Attachments which have a large number of pages are often mailed by the originating office to Field Offices. If this is the case, write on the Attachment line "(sent under separate cover)." Provide a copy of the directive with the attachment sent to the Field (see O).
- M. More Than One Attachment Sent to an Addressee. Write on the Attachment line "({Insert number of copies}) copies to each addressee" (see O and Illus. 1).
- N. Numbering Attachments. In most cases number the attachments on each page 1-1, 1-2, etc. for Attachment 1; 2-1, 2-2, etc. for Attachment 2 (see O).

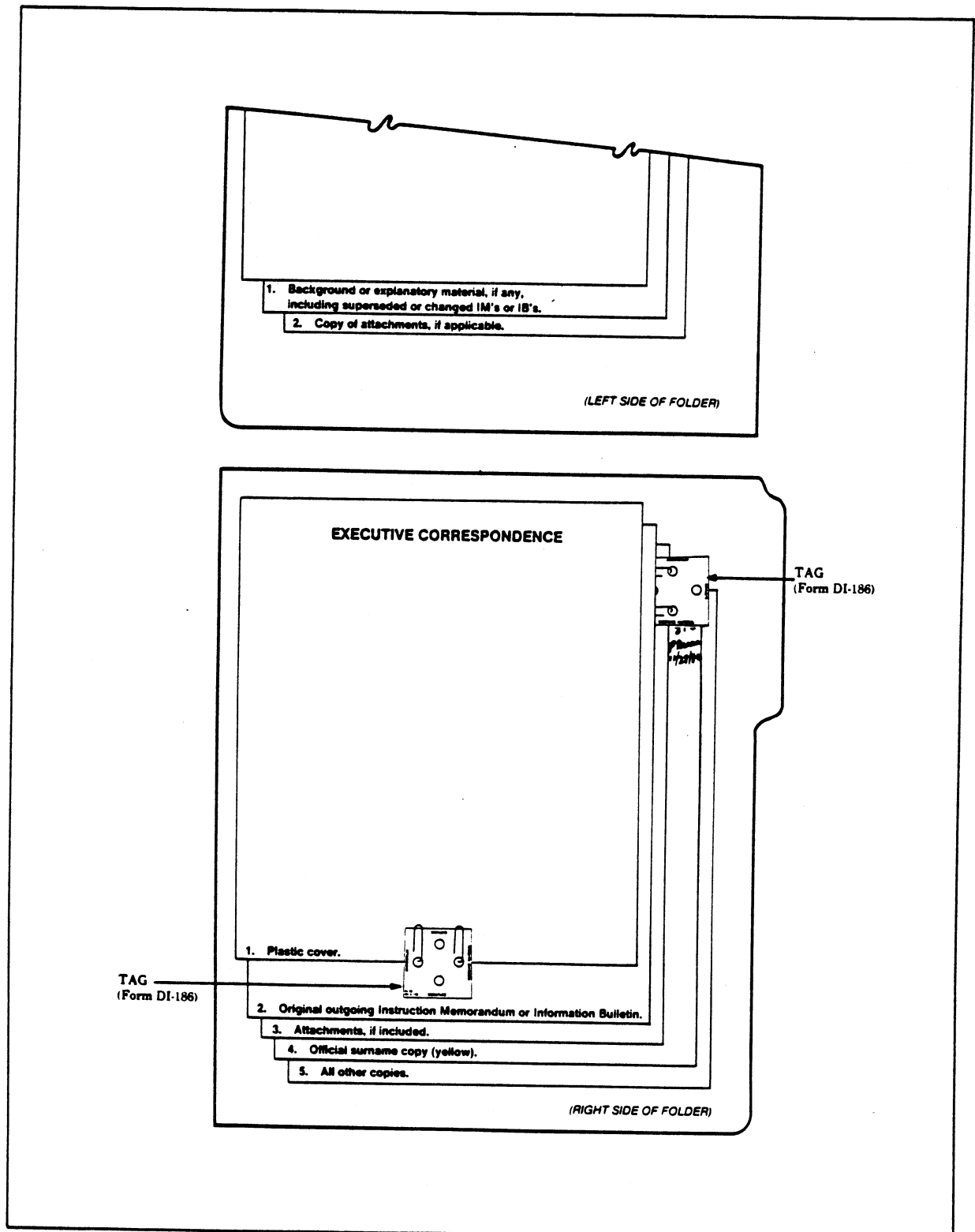
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Information Bulletins

Example of a Clearance Sheet

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT CLEARANCE SHEET			<input type="checkbox"/> Manual Release <input checked="" type="checkbox"/> Instruction Memo <input type="checkbox"/> Information Memo <input type="checkbox"/> Regulation <input type="checkbox"/> Other	
INSTRUCTIONS TO ORIGINATING OFFICE				
Attach to copies of documents being submitted for clearance. List all reviewing officials by office code and organizational title. For Bureauwide Directives, list (855) both before and after signing official.				
Brief Description of Issuance (include Subject-Function Number and Heading)				
1221 - Revised Directives Signing Authority and Conforming 1221 Directives Formats with the 1541 Correspondence Handbook Standards				
SIGN ALL DOCUMENTS IN BLACK INK				
ROUTING (Begin with Originator)			NON- CON- CURREN- CE (-)	COMMENTS
TO	SURNAME OR INITIAL	DATE		
755-RM 2454 MIB	Henry	4/10/86		
750-RM 2444 MIB	Napoli	4/18/86		
840-RM 5617 MIB	Small	4/20/86		
800-RM 5620 MIB	Atty. General	4/23/86		
700-RM 5651 MIB	Orker	4/28		
110-RM 5654 MIB	McNair	4/29		
101-RM 5656 MIB	O'Neil	4/29		
755-RM 2454 MIB	Atty.	4/30/86		in 9.00 4/30/86

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Example of a Folder Assembly



H-1221-1 - WRITING AND FORMATTING DIRECTIVES

Chapter III - Structuring and Formatting Manuals

CHAPTER III - STRUCTURING AND FORMATTING MANUALS

A. Purpose of the Manual System.

The BLM Manual System is the basic source of permanent internal written policy and procedures for BLM employees. It is a system comprised of individual Manuals for transmitting policy and mandatory instructions related to particular programs.

B. Structure of the Manual System.

BLM Manuals may contain two distinct but interrelated parts: the Manual Section and Handbooks. Descriptions of the Manual Section and Handbook are listed below:

1. **Manual Section.** The Manual Section contains BLM policy and program direction. The primary audience of the Manual Section is program managers. The Manual Section provides policy, procedures, and instructions to manage programs. Each Handbook is controlled by a Manual Section which sets out the basic authority for performing tasks and states who bears the ultimate responsibility for seeing that these tasks are accomplished. When a Handbook is used, the Manual Section must at a minimum consist of the first five entries in the point zero series (.01 through .05).
2. **Handbooks.** Handbooks are the source of detailed instructions for performing specialized procedures to carry out policy and direction described in the Manual Section. The primary focus is specialists, technicians, and clerks. Handbooks provide specific detailed instructions, techniques, procedures, practices, and processes. Handbooks must not contain broad objectives, policies, assignment of responsibilities, or delegations needed primarily by line officials and principal staff officials to administer programs. Handbooks are considered part of the Manual. They have the same force of authority as the Manual Section. Handbooks will not always be the appropriate means of conveying instructions to technicians and specialists. If this is the case, instructions for technicians and specialists may be included in the Manual Section, and the format and structure for Manual Sections must be followed by the writer. A list of criteria for judging whether Handbooks are appropriate includes:
 - a. Is the material detailed with instructions for specialists, technicians, or clerks?
 - b. Will the intended audience use the Handbook on a regular basis?
 - c. Is the Handbook targeted for a specific audience?
 - d. Will having the material in Handbook format facilitate the understanding and use of these instructions?
 - e. Is the material of sufficient page volume (generally at least 15 pages) to warrant its publication as a Handbook?
 - f. Do special conditions of use (e.g., use in the Field) warrant its publication as a Handbook?

NOTE: Detailed instructions for using automated data processing (ADP) systems are not appropriate for Handbooks; however, brief descriptions of available ADP systems may be included.

3. **Manual Section and Handbook Supplements.** Supplements to Manuals may be issued by the Washington Office or by a Field Office to meet particular Washington Office or Field Office needs. Supplements implement local programs or enlarge upon BLM Manuals. Manual Supplements must not conflict with the BLM Manual, and must follow format requirements and standards in Manual 1221.

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- a. **Director's Office Manual Supplements.** These are issued by the Washington Office and contain instructions applying to the Washington Office only.
- b. **Field Office Manual Supplements.** These are issued locally by State and District Offices, the Denver Service Center, and the Boise Interagency Fire Center and contain instructions applicable to local situations or operations but must be in conformance with the Manual Section or Handbook which they supplement.

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C. MANUAL SECTION STRUCTURE

Table of Contents

The Table of Contents lists the major headings in the Manual Section, generally to the capital letter level, and all figures. After listing the major headings in the Manual Section, list the Glossary of Terms, illustrations, appendixes, Bibliography, and Handbooks by number and title (see Illustration 1).

Introductory Series: .01 through .09

Introduce the subject matter of the **ENTIRE** Manual (Manual Section and related Handbooks) with the point zero series. The point zero series tells what the Manual contains and gives general or background information that applies to the entire Manual. Do not put procedural material in the point zero series. The first six numbers (.01 through .06) are reserved for specific subjects, and headings must always be used as explained below. Use the remaining three numbers (.07 through .09) for any additional introductory material. Look at published Manuals for examples of the content of the point zero series.

.01 Purpose. State briefly what the Manual contains.

.02 Objectives. State the objectives of the program or activity covered in the Manual. Describe what can be achieved by following the instructions contained in the Manual.

.03 Authority. Authority refers to the legal power to give commands, enforce compliance, or make decisions. Cite sources of authority which contain legal requirements for conducting the program involved. These authorities might include the United States Code, Code of Federal Regulations, Executive Orders, Secretarial Orders, Departmental Manual, Federal Personnel Manual, Federal Procurement Regulations, etc. (See Manual Section 1221, Appendix 1 for a list and description of external directives. Also review Manual 1203, Delegations of Authority and any Instruction Memorandums (IM's) and Information Bulletins (IB's) with subject code 1203 for a compilation of delegations (do not cite Manual 1203, IM's, or IB's as authorities at .03).)

.04 Responsibility. Beginning with the highest Bureau officials involved, list the principal officials by their titles who are responsible for planning and executing the program covered in the Manual. State the jurisdictional responsibilities of these officials. Review functional statements in Manuals:

1211 - Headquarters Office
1212 - State Offices
1213 - District Office Organization
1214 - Resource Area Office Organization
1216 - Service Center

Review also IM's and IB's with subject codes 1211, 1212, 1213, 1214, 1216, and 1217.

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C. MANUAL SECTION STRUCTURE (con't)

.05 References. List all sources of instruction and information referred to in the Manual, other than those listed in .03 Authority, and which are **ESSENTIAL** to implement instructions contained in the Manual (material which may be used optionally is contained in the Bibliography). Give a reference to the exact paragraph or subparagraph unless an entire directive or chapter must be read. Make certain that the material cited is current and readily available to the reader. Most federally published documents are readily available to the reader and should not be included as an appendix. If the material is not readily available to the reader, include it as an appendix to the Manual Section or Handbook. Do not reference draft material, temporary directives, or materials not yet published.

.06 Policy. The policy statement is optional. It is a board, general statement which prescribes a governing principle, course, or plan of action designed to govern present and future actions, decisions, or procedures. The policy section may contain:

- BLM's position or approach in handling the program.
- Broad statements about how the program will implement laws, regulations, and administrative policies.
- How the program interfaces with other programs and fits into a multiple use management approach.

If a policy statement is not used, do not use this paragraph for other material. In this case, make the following entry: ".06 Policy. (Reserved)."

.07, .08, and .09. Use these numbers optionally for inserting material that does not fit under the .01 through .06 headings. Such optional material could include statements concerning Bureau practices, historical data, coordination of programs or projects with other agencies, etc. or as provided for file and records maintenance below.

.07 File and Records Maintenance shall be used to describe filing procedures (arrangement and maintenance of documents), records disposition requirements, and any special requirements necessary to safeguard against unauthorized disclosure of information. This is to be used principally as a locator to direct the reader to portions of the Manual Section or Handbook dealing with files and records.

Text
(Procedural Series
.1 through .9)

This series of numbers, with its subsidiary coding levels, contains systems and procedural material which are important to managers. Under .1 there may be .11 through .19; under .2 there may be .21 through .29, etc. At the lower levels of the outline, there are no limits to the number of items at any level. (See Illustrations 2 and 3 for an example of the format for the procedural series.)

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C. MANUAL SECTION STRUCTURE (con't)

In most cases, identify every paragraph and item in a list in the Manual Section by a number or letter. Do not use dots or dashes for major paragraphs because these cannot be easily cited. Make all components as numerically consistent as possible between the Code of Federal Regulations and the BLM Manual.

Illustrative Materials

Following the procedural series are materials which contribute to the understanding of the preceding text. This material includes the following:

Glossary of Terms (definitions needed to understand the material).

Illustrations (forms, drawings, formats, tables etc., if not used as figures in the text).

Bibliography (reading material which is not necessary to implementing the Manual itself, but which provides background information for the reader).

Appendices (legal opinions, lists, copies of laws, documents from other agencies, and other material not readily available in the reader's office).

Numbers and Titles

Manual Section numbers and titles are tied to the Paperwork Management System (see Manual 1220, Appendix I).

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D. HANDBOOK STRUCTURE

Table of Contents.	Begin each Handbook with a Table of Contents. The Table of Contents must show at least all the major internal headings (to the third level) and their corresponding page numbers.
Background or Foreword Paragraphs	If desired, background or foreword paragraphs may be used preceding the text. As a general rule, these paragraphs should be brief. Avoid an elaborate history or justification of the program.
Text	The remaining Handbook format is flexible. However, formats should be discussed with the Branch of Directives Management. A traditional outline format beginning with either a Roman numeral or capital letter is preferred since it is commonly used and readily recognized by employees (see Illustration 4).
Illustrative Materials	<p>Figures (inserted in the text).</p> <p>Use figures, if desired, to insert illustrations, examples, charts, and tables into the text of Handbooks near related text material.</p> <p>Keep figures short, one page or less. Do not divide figures between two pages. Longer figures disrupt the flow of the text and should be placed at the end of the Handbook as illustrations. Frame figures with a solid black line to provide clear separation between the figure and the text. Number figures consecutively using Arabic numerals preceded by the word Figure, and give all figures a descriptive heading (for example, Figure 1 - Numbers of Archaeological Sites). If desired, incorporate the chapter of the Handbook in the figure number (for example, the first figure of Chapter III might read: Figure III-1 - Numbers of Archaeological Sites). Place the figure number and title two lines above or below the figure and centered.</p> <p>Following the text at end of chapter of Handbook are illustrative materials which contribute to the understanding of the text:</p> <p>Glossary of Terms (definitions needed to understand the material).</p> <p>Illustrations (forms, drawings, formats, tables, etc., if not used as figures in the text).</p> <p>Bibliography (reading material which is not necessary to implementing the Manual itself, but which provides background information for the reader).</p> <p>Appendices (legal opinions, lists, copies of laws, documents from other agencies, and other material not readily available in the reader's office).</p>

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D. HANDBOOK STRUCTURE (con't)

Number of Handbooks	Handbooks are often used as desk references or carried by employees to the Field. Therefore, each Handbook should be written for a specific audience and should not be of great length. If a particular audience requires three different sets of instructions these instructions might best be contained in three chapters of one Handbook. However, if these instructions are so lengthy as to be difficult to manage in one Handbook, they might properly be separated into three Handbooks.
Cover	Every Handbook has its own cover of heavyweight paper. The cover clearly labels its contents as a BLM Manual Handbook (see Illustration 5). Artwork may be used on Handbook covers.
Numbers and Titles	Handbooks have the same number as the Manual Section to which they are appended. An "H" precedes the Handbook number. Since a Manual Section may have more than one Handbook, the Handbooks, which are part of a particular Manual Section, are also numbered consecutively such as H-9670-1, H-9670-2, H-9670-3, etc. (see Illustration 5). If a Handbook crosses functional lines, assign the Handbook to the most pertinent Manual Section. List the Handbook in the Table of Contents of any other pertinent Manual Sections.
Page Color	To distinguish Handbooks from Manual Sections, Handbook pages are printed on buff-colored paper.

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E. MANUAL SUPPLEMENT STRUCTURE

Table of Contents.	The Manual Supplement mirrors the Table of Contents of the existing Manual Section or Handbook. It may not change the existing titles and location of material in the Table of Contents other than to add titles at the end of particular sections. If a title is not used in the text of the Manual Supplement, the words (See BLM Manual) are added immediately following the title in the Table of Contents (see Illustration 6).
Text	Each title to the third level of the major chapter to be supplemented in the Manual Section or Handbook is listed by number and title in the text of the Manual Supplement. If no material is supplemented, the words (See BLM Manual) are inserted immediately following the title. If the text is supplemented, that material is inserted after the title. No text material in the Manual Section or Handbook being supplemented needs to be repeated in the Manual Supplement (see Illustration 7).
Illustrative Materials	<p>Glossary of Terms. A Glossary of Terms may be included in the Manual Supplement. Add terms which are not included in the Manual Section or Manual Handbook.</p> <p>Illustrations. Illustrations may be included in the Manual Supplement. These should be numbered consecutively beginning with 1.</p> <p>Bibliography. A Bibliography may be included in the Manual Supplement. Add listings in the Bibliography which are not included in the Manual Section or Handbook.</p> <p>Appendices. Appendices should be numbered consecutively beginning with 1.</p>
Section Headings	The Manual Supplement has the same number and title as the Manual Section or Handbook which it is supplementing.
Bottom of the Page	The bottom of each Manual Supplement page is identified as a Manual Supplement from a particular State or District (see Illustration 7).
Page Numbering	The Manual Supplement has the same page numbering system as the Manual Section or Handbook which it is supplementing.
Manual Supplement Release Numbers	Manual Supplements are assigned release numbers according to the subject code series (1000, 2000, 3000, etc.) and order in which they are issued. For example, if a District issued a Manual Supplement which was the third Supplement issued by that District in the 7000 series, its number would be Release 7-3.

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E. MANUAL SUPPLEMENT STRUCTURE (con't)

Paper Color

BLM Manual Supplements are printed on colored paper as follows:

If type of Supplement is:	then print on paper colored:
Director's Office	Yellow
Service Center	Blue
State Office	Salmon
District Office	Green
BIFC	Pink

Writing a Manual Supplement when no Manual Section or Handbook exists.

Approval must be given by the appropriate Headquarters program office. Subject codes in Manual 1220, Appendix I shall be used when writing the Manual Supplement. If no code exists, approval from the Headquarters Branch of Directives Management must be obtained before establishing a new subject code and title. If a Handbook Supplement is to be written and no Manual Section exists, in addition to the Handbook Supplement, a Manual Section Supplement must be written to the .05 References level at a minimum.

Writing a Manual Supplement when the Manual Section or Handbook is Outdated

If a Manual Section or Handbook is outdated, plans to write the Manual Supplement should be discussed at an early stage with the responsible Headquarters program office and the Headquarters Branch of Directives Management. Procedures will vary according to the degree to which the Manual Section or Handbook is outdated and according to the content of the Manual Section or Handbook.

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Chapter III - Structuring and Formatting Manuals

F. Writing Standards Pertinent to Manuals (also see Chapter I).

1. Headings.

- a. **When to Use Headings.** Use headings if a paragraph in the Manual Section is tied to a part, section, or paragraph in the Code of Federal Regulations or is of sufficient importance that the subject is located at the first digit after the decimal place in the subject code. If desired, headings may be used at lower outline levels. Use headings in the Manual Section and Handbook to highlight any important material (see Illustration 3).
- b. **Types of Headings: Static and Running.** Use either static or running headings. For static headings, each heading is followed by a period and then a sentence with its own period at the end. For running headings, the first words of the sentence are the heading. They are underlined and capitalized but not followed by a period. The period appears only at the end of the sentence. Within any particular paragraph (A, B, C; or 1, 2, 3; etc.) the headings must be either consistently static or consistently running. These instructions may be used as guidelines for Handbooks.

2. Cross-References.

Cross-references to lengthy material are encouraged. Cross-referencing may be accomplished using two methods:

- Cross-references may be incorporated as part of the paragraph title by putting the cross-reference citation in parentheses.
- Cross-references may also be incorporated as part of the text of the paragraph.

When using cross-references, remember that when the cross-referenced material is changed, the paragraph references to that material may also need to be changed.

- a. **Cross-References to BLM Manuals.** For brevity, avoid repeating one part of the Manual in another part. Sometimes it may be best to paraphrase briefly information from another Manual. Usually the best method is to cite the Manual. Cite Manual Sections and Handbooks in the following way:

Figure III-1 Cross-References to BLM Manuals

To reference:	and the material to be referenced is in a:	
	Manual Section	Handbook
General direction in another Manual or Handbook.	see Manual Section 1260	see Handbook 1260-2
Specific direction in another Manual Section or Handbook	see Manual Section 1221.22	see Handbook 1221-2, Chapter 2, Paragraph IA2b.
Direction in the same Manual Section or Handbook.	see .22	see Paragraph IA2b.

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- b. **Cross-References Within a Manual.** Mention every form or other type of illustration included in a Manual in the text of that Manual. The illustration itself must carry a cross-reference to the text. The cross-reference is the paragraph number of the paragraph in the text where the illustration is mentioned. Put this in parentheses directly under the illustration number.
- c. **Cross-References to Instruction Memorandums and Information Bulletins.** NEVER cite temporary directives (Instruction Memorandums or Information Bulletins) in the BLM Manual which is a permanent directive. Do not present temporary directives in illustrations or appendices; using them causes the Manual to become quickly outdated since temporary directives have a short lifespan.
- d. **Cross-References to Other Publications.** It may be helpful to refer readers to instructions in other publications. However, do this only if the readers have access to these publications. Include these references in the Manual Section at .05 References if these references are necessary for employees to understand or implement instructions in the Manual. Include the publications in the Bibliography if the material is not necessary and may be used optionally.

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Typeface	All typing must be legible and the impression of uniform darkness. Keep the copy neat and clean because all discernible marks reproduce during the printing process. Unless the text is being typeset use a 12-pitch prestige elite typeface. Graphics and appendices may use other typefaces. Type Manuals on word processors to facilitate revision.
Dual Column Format	Dual column format may be used for Manuals. Consult with the responsible directives and printing officials.
Typing Headings	Center the Manual number and title in capital letters at the top of each page of a Manual Release. See Illustration 3 for an example of the heading on a Manual Section and Illustration 4 for the heading on a Handbook. Manual typing and illustration guides show where to place this heading. Provide titles under the headings for the Table of Contents, Glossary of Terms, illustrations, appendices, and Bibliography.
Table of Contents	Use the Manual Typing Guide (Form 1221-1) to prepare the Table of Contents after all other parts of the release have been completed. Be sure that the headings are exactly the same as those on the text, illustrations, appendices, etc. The Table of Contents reflects all major paragraphs in the Manual. These major paragraphs are determined by the writer (see Illustration 3).
Text	Use the Manual Typing Guide, (Form 1221-1) for typing the text. Keep the text within the blue guidelines on the Manual Typing Guide. To facilitate partial updates of Manuals, do not split a paragraph between two pages. The typing guide provides an "arrow warning" five typing lines from the bottom text margin which makes it easy to plan page breaks. Do not split a block of numbers or a figure that occupies a page or less. Place it either on the same page as the related text or on the page immediately following. Spacing requirements for the text are shown on Illustration 8.
Glossary of Terms	Use the Manual Typing Guide (Form 1221-1) to type the Glossary of Terms.
Illustrations	Use the forms specified below for preparing illustrations. Mount illustrations on guides with rubber cement. DO NOT USE PRESSURE SENSITIVE TAPE. All official numbered and stocked forms must be filled out with sample entries, either typewritten or in black ink. Formats (nonofficial, unnumbered, and unstocked) are not filled out with sample entries if they are intended to be photocopied and used by employees.

If Material to be illustrated is:	and:	then:
5" x 8" or smaller.	No explanatory paragraphs are required.	Mount on Form 1221-1 (see Illustration 9).
Between 5" x 8" and 8 ½" x 11".	No explanatory paragraphs are required.	Mount on Form 1221-4 (see Illustration 10).
	No explanatory paragraphs are required.	Mount on Form 1221-8 (see Illustration 11).
Larger than 8 ½" x 11".		Contact the Directives Management editors for assistance.

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Chapter III - Structuring and Formatting Manuals

G. FORMATTING THE FINAL COPY (con't)

Bibliography

Use the Manual Typing Guide (Form 1221-1) to type the Bibliography.

Appendices

Use Manual Typing Guide (Form 1221-1) or, if a black border around the appendix is desired, use Illustration Guide (Form 1221-4) to type appendices (see Illustrations 9 and 10).

Supersedes Rel. Numbers

If the Manual Release being prepared supersedes a former release, type the number of the OLD release on the bottom left corner of each page (see Illustration 11).

Release Number and Date Signed

The office responsible for directives adds this information to the bottom of each page of the Manual Release when the Manual Release is prepared for printing.

Flagging Additions and Revisions

Use black arrows which come in rolls of tape similar or equal to CHART PAK 103 (Opaque) 1/4" x 324" (TL247AA). Place arrows with tips touching the blue margin lines on the Manual Typing Guide, as follows:

- (1) If a revision involves a sentence, paragraph, or page, place an arrow in each margin, the arrow in the left margin pointing to the beginning of the revised material and the arrow in the right margin pointing to the end.
- (2) If a heading is being added or revised, use arrows in the Table of Contents. Place the arrows in each margin, pointing to illustration or appendix title.
- (3) Do not use arrows to indicate:
 - (a) Changes in language which do not significantly change the meaning of the material.
 - (b) Deletions from either the text or the Table of Contents.
 - (c) Inclusion of a completely revised Manual, Manual Section, or Handbook which bears little or no resemblance to the one it replaces.
 - (d) Addition of an entire section in the text of a Manual if that section will be listed in the Table of Contents. Place the arrows in the Table of Contents only.

Refer to Illustration 12 for examples of how arrows are used.

H-1221-1 - WRITING AND FORMATTING DIRECTIVES**Chapter III - Structuring and Formatting Manuals****G. FORMATTING THE FINAL COPY (con't)****Page Numbers**

	Manual Section	Handbook
Page Number Location	Number all facing pages in the upper right corner of the page, and all back pages in the upper left corner. The Manual Typing Guide and the illustration guides show the proper positions. The page numbering system for Manual Sections Manuals Supplements and Handbooks and Handbook Supplements is outlined below:	
Table of Contents	TC-1, TC-2, TC-3, TC-4, etc.	
Introductory Material	<p>.01 through .09 is continuous narrative. Number according to the first paragraph on the page. INCLUDE ALL NUMBERS AND LETTERS AFTER THE DECIMAL. The first page of the "point zero" series is numbered .01. If the first paragraph on the second page is numbered "1" and is part of section .04A (on the preceding page), the second page is numbered .04A1.</p> <p>Procedural Series (.1 through .9). Begin each major section on a new page (.1, .2, .3, .4, etc.). The first page of the text is numbered .1. If the first paragraph on the second page is lettered B and is part of .11 on the preceding page, the page number on the second page is a .11B.</p>	<p>Background or Foreword Paragraphs. Begin numbering in consecutive order and continue the same consecutive numbering pattern into the text.</p> <p>Number in consecutive order (i.e., 1, 2, 3, etc.). Updates to Handbook pages are numbered 1a, 1b, etc., for a two-page update to page 1. Page numbers may also be tied to Handbook chapters (i.e., III-1, III-2, III-3 etc. for the first three pages in chapter III.) A page numbering system similar to the Manual Section may also be used. Discuss alternative page numbering systems with the Directives Management office.</p>
Glossary of Terms	Number Glossary, Page 1, Glossary, Page 2, etc. for a multiple page glossary. Type Glossary if only one page (see Illustration 13).	
Illustrations	Number in consecutive order as mentioned in the text Illustration 1, Page 1; Illustration 1, Page 2 (for the first illustration mentioned in the text) and Illustration 2, Page 1, Illustration 2, Page 2 (for the second illustration mentioned in the text). If the illustration is only one page, number it Illustration 1, or Illustration 2, etc.	

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G. FORMATTING THE FINAL COPY (con't)
Page Numbers

Type the cross-reference to the text directly under the page number of the first page, in parentheses and flush with the blue margin line. If the illustration is a form, type the form number directly under the illustration number and flush with the blue margin line, and type the cross-reference **BENEATH** the form number (see Illustration 14).

- Bibliography** Number the Bibliography as Bibliography, Page 1, Bibliography, Page 2, etc. If the Bibliography is only one page, type Bibliography at the top of the page in place of the number (see Illustration 16).
- Appendices** Number in consecutive order as mentioned in the text Appendix 1, Page 1; Appendix 1, Page 2 (for the first Appendix mentioned in the text. If an appendix is only one page, number it Appendix 1, or Appendix 2, etc. (see Illustration 15).
- Blank Pages** Type **Reverse Side Intentionally Blank** at the bottom center of the preceding page.

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Chapter III - Structuring and Formatting Manuals

H. Packaging the Manual Release for Surname and Signature.

1. **Manual Transmittal Sheet.** Each Manual Section and each Handbook must have a separate green Manual Transmittal Sheet (Form 1221-2). Illustration 17 provides instructions for completing the Manual Transmittal Sheet. This sheet will carry the signature of the signing official and the instructions records keepers will need to file the Manual Section or Handbook. The Manual Transmittal Sheet is identified as a Headquarters or Field Office Supplement on the heading in the space between "Bureau of Land Management" and "Manual Transmittal Sheet" (i.e., "New Mexico State Supplement") (see Illustration 18). Manual Transmittal Sheets are signed according to the Signing Authority Chart (see Manual Section 1221.22C).
2. **Clearance Sheet.** List surnaming officials in order on the Clearance Sheet (Form 1220-1) (see Chapter II, Illustration 3). Once surnaming begins, it must follow a specific order of precedence which is determined by the particular office: Headquarters (for Bureauwide Manuals and Director's Office Manual Supplements), individual State Offices (for State Office Supplements) or District Offices (for District Office Supplements). Retain in the originating office a copy of the Clearance Sheet (Form 1220-1), the Manual Transmittal Sheet (Form 1221-2); and either the original Manual Release or a copy of the Manual Release.
3. **Assembly.** Attach the Clearance Sheet to the front of the manila folder and assemble material in the folder according to Illustration 4, Chapter II.
4. **Routing.** Route in order according to the list of officials on the Clearance Sheet.
5. **Signing.** Signing standards and authorities are listed in Manual Section 1221.2.
6. **Distribution.** Manual Releases are distributed according to Manual Section 1221.3.

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Example of a Manual Section Table of Contents

INSTRUCTIONS

③ TC-1

①

2802 - APPLICATIONS

Table of Contents

- .01 Purpose
- .02 Objectives
- .03 Authority
- .04 Responsibility
- .05 References
- .06 Policy
- .07 File and Records Maintenance
- ④ .1 Preapplication ⑤
 - .11 Preapplication Preparation
 - A. Preapplication Objectives
 - ⑥ .12 Preapplication Checklist
 - A. Checklist
 - B. Documenting the Meeting
 - C. Cost Recovery
 - .13 Coordination with Other Agencies
- .2 Application Form ⑦
 - .21 Bureau Instructions
 - A. Name and Address
 - B. Authorized Agent
 - C. Grant or Permit Needs
 - D. Citizenship Requirements
 - E. Project Description
 - F. Map
 - G. State or Local Government Approval
 - H. Application Fee
 - I. Technical and Financial Capability
 - J. Additional Information
 - K. Applicant's Signature is Required
 - L. Supplemental Sheet
- .3 Application Filing
 - .31 Where Filed
 - .32 What is Filed
 - .33 Application Verification
 - A. Verification
 - B. Correction of Deficiencies
 - .34 Application Acceptance

1. Prepare a Table of Contents for all Manual Sections identified by four-digit subject codes (i.e., 1200, 1210, 1220, 1221, etc.).
2. List all headings used in the text through A, B, C.. Headings at lower levels may be included if desired by the author.
3. Number pages in the Manual Section TC-1, TC-2, etc.
4. Use initial capital letters for all principal words in headings.
5. Underline headings under .1, .2, .3, .4, .5, .6, .7, .8, .9 and such headings as Glossary of Terms, Illustrations, Appendices, Bibliography, and Handbooks.
6. Indent 3 spaces for each outline level.
7. Double space between major headings.
8. List titles of all illustrations. If a form, include title and form number in parentheses after the title.
9. List titles of all Handbooks if the Handbooks are located at the end of the Manual Section. Also list Handbooks which also pertain to the Manual Section but are appended to another Manual Section by adding the notation in parentheses after the Handbook title "(see Manual ____)."

BLM MANUAL
Supersedes Rel. 2-153

Rel. 2-165
5/9/83

BLM MANUAL
Supersedes Rel. 1-1350

Rel. 1-1464
7/25/86

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Example of a Manual Section Table of Contents

INSTRUCTION.

TC-2

2802 - APPLICATIONS

- .35 Coordination of Applications
 - A. Federal Energy Regulatory Commission
 - B. Bureau of Reclamation
 - C. Nuclear Regulatory Commission
 - D. Federal Communication Commission
 - E. Interstate Commerce Commission
 - F. Corps of Engineers
 - G. Coast Guard
- .4 Processing
 - .41 Routine Applications
 - A. Preliminary Evaluation
 - B. NEOA Evaluation
 - C. Environmental Impact Statement Filing
 - D. Decisions
 - .42 Multiple Applications
 - A. Multiple Application Guidelines
 - B. Planning
 - C. Processing
 - .43 Special Application Procedures
 - A. Pre-FLPMA Unauthorized Uses
 - B. Federal-Aid Highways

Glossary of Terms

8 Illustrations

- 1. Preapplication Checklist for Right-of-Way Proposals
- 2. Application for Transportation and Utility Systems on Federal Lands (Standard Form 299)
- 3. Sample DEIS Transmittal Letter
- 4. Receipt Form Filing of Environmental Impact Statement with EPA
- 5. Notice of Availability
- 6. Sample News Release

Appendices

- 1. Bureau Standard Stipulations
- 2. Outline for Preparation of a Construction, Operation, Rehabilitation, and Environmental Outline Plan

Bibliography

9

- 2803 - RIGHTS-OF-WAY MANAGEMENT
- 2804 - COMPLIANCE
- H-2802-1 - Processing Applications

BLM MANUAL
Supersedes Rel. 2-153

Rel. 2-165
5/9/83

BLM MANUAL.

Supersedes Rel. 1-1350

Re

H-1221-1 - WRITING AND FORMATTING DIRECTIVES
Chapter III - Structuring and Formatting Manuals
Example of a Manual Section Outline

<u>LEVELS OF NUMBERING FOLLOWING THE DECIMAL</u>	
INTRODUCTORY "POINT ZERO" SERIES	.01 Purpose (of Manual)
	.02 Objectives (of program)
	.03 Authority (for program)
	.04 Responsibility (for program)
	.05 References (referred to in Manual)
	.06 Policy (of Bureau - regarding program (optional))
	.07 through .09 (optional for background material, etc. applying to the entire Manual)
	.1 through .9
	.11 through .19
	A. through Z.
PROCEDURAL SERIES	1. -----
	a. through z.
	(1) -----
	(a) through (z)
	1. -----
	(1) -----

Chapter III - Structuring and Formatting Manuals

Example of a Manual Section Page

9876 - SECTION TITLE

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Note: Type .1 flush with the left margin. Indent each
subsequent paragraph heading three spaces.

H-1221-1 - WRITING AND FORMATTING DIRECTIVES
Chapter III - Structuring and Formatting Manuals
Example of a Preferred Handbook Outline

H-XXXX-1 - HANDBOOK TITLE

I. Heading.

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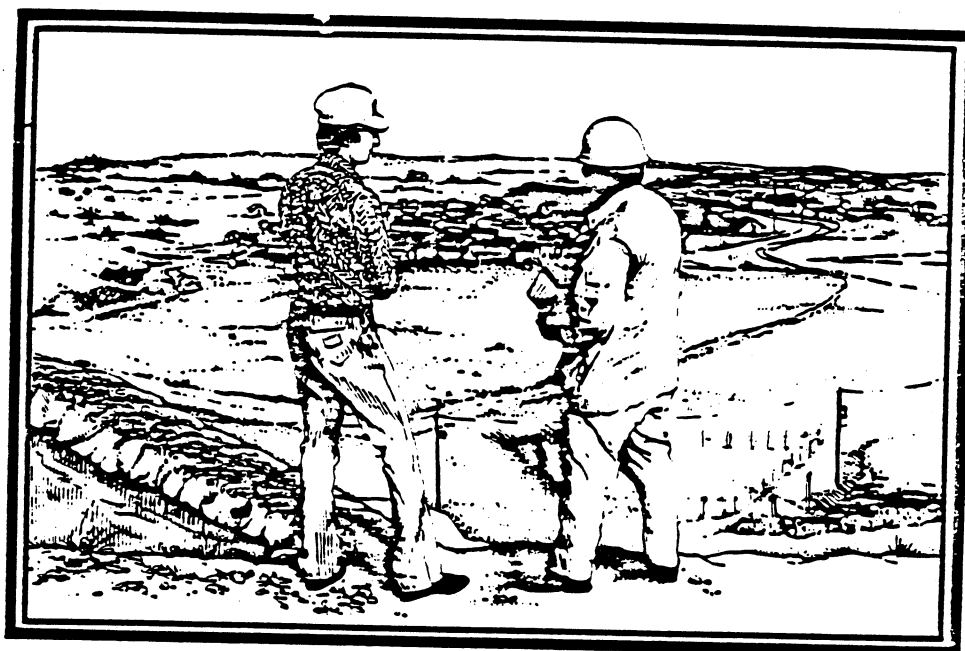
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subsequent paragraph heading three spaces.

H-1221-1.- WRITING AND FORMATTING DIRECTIVES

Chapter III - Structuring and Formatting Manuals

Example of a Handbook Cover

PREPARING EMERGENCY ACTION PLANS



BLM Manual Handbook 9177-2

H-1221-1 - WRITING AND FORMATTING DIRECTIVES

Chapter III - Structuring and Formatting Manuals

Example of a Manual Section Supplement Table of Contents

TC-1

1221 - DIRECTIVES

Table of Contents

- .01 Purpose (See BLM Manual)
- .02 Objectives (See BLM Manual)
- .03 Authority (See BLM Manual)
- .04 Responsibility
- .05 References (See BLM Manual)
- .06 Policy (See BLM Manual)
- .07 File and Records Maintenance (See BLM Manual)
- .08 Requests from the Public for Instruction Memoranda (See BLM Manual)
- .1 Bureau of Land Management Directives System Structure (See BLM Manual)
 - .11 Manual System (See BLM Manual)
 - A. Manual Section (See BLM Manual)
 - B. Handbooks (See BLM Manual)
 - .12 Instruction Memoranda and Information Bulletins (See BLM Manual)
 - A. Instruction Memoranda
 - B. Information Bulletins
 - C. Types of Instruction Memoranda and Information Bulletins (See BLM Manual)
 - .13 Early Alert Notices (See BLM Manual)
 - .14 Program Notes (See BLM Manual)
 - .15 External Directives (See BLM Manual)
- .2 Surnaming and Signing (See BLM Manual)
 - .21 Determining Surnaming and Signing Officials (See BLM Manual)
 - .22 Surnaming and Signing Standards (See BLM Manual)
 - A. Surnaming Standards (See BLM Manual)
 - B. Signing Standards (See BLM Manual)
 - C. Signing Authority Chart
 - .23 Surnaming and Signing Clearance Route (See BLM Manual)
- .3 Distribution (See BLM Manual)
 - .31 BLM Manual (See BLM Manual)
 - A. New Manual Releases (See BLM Manual)
 - B. Published Manual Releases (See BLM Manual)
 - .32 Instruction Memoranda and Information Bulletins (See BLM Manual)
 - A. Alaska State Office Distribution
 - B. District Office Distribution
 - .33 Electronic Mail Distribution of Temporary Directives (See BLM Manual)
 - A. Alaska State Office Distribution of Temporary Directives
 - .34 Distribution of Field Office Directives to BLM Officials (See BLM Manual)
- .4 Directives Maintenance (See BLM Manual)
 - .41 Washington Office Branch of Directives Management Master Files (See BLM Manual)
 - .42 Individual Office Files
 - .43 Directives Digest Bulletin (See BLM Manual)
 - A. Washington Office (See BLM Manual)
 - B. Field Offices

BLM MANUAL SUPPLEMENT
(STATE NAME) STATE OFFICE
Supersedes Rel. 1-23

Rel. 1-123
6/27/84

H-1221-1 - WRITING AND FORMATTING DIRECTIVES
Chapter III - Structuring and Formatting Directives
Example of the Text of a Manual Section Supplement

.2

1221 - DIRECTIVES

- .2 Surnaming and Signing. (See BLM Manual)
 - .21 Determining Surnaming and Signing Officials. (See BLM Manual)
 - .22 Surnaming and Signing Standards. (See BLM Manual)
 - A. Surnaming Standards. (See BLM Manual)
 - B. Signing Standards. (See BLM Manual)
 - C. Signing Authority Chart.

* Except in the case of sensitive issues or where
subject matter crosses lines of authority.

- .23 Surnaming and Signing Clearance Route. (See BLM Manual)

BLM MANUAL
(STATE NAME) STATE OFFICE
Supersedes Rel. 1-23

Rel. 1-123
6/27/86

H-1221-1 - WRITING AND FORMATTING DIRECTIVES
Chapter III - Structuring and Formatting Manuals
Example of Manual Section Spacing

NUMBER SERIES SPACING OF MANUAL SECTION

<u>Space</u>	
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Left Margin	.1 X.....
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7th space	A. X.....
10th space	1. X.....
13th space	a. X.....
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19th space	(a) X.....
22th space	(1) X.....
25th space	(aa) X.....
28th space	(.1) X.....
31st space	(.11) X.....

H-1221-1 - WRITING AND FORMATTING DIRECTIVES
Chapter III - Structuring and Formatting Manuals
Manual Typing Guide

Page No. _____ Page No. _____

Section No. _____

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BLM MANUAL
Supersedes Rel.
Form 1221-1 (October 1985) USDI-BLM

MANUAL TYPING GUIDE

H-1221-1 - WRITING AND FORMATTING DIRECTIVES
Chapter III - Structuring and Formatting Manuals

Illustration Guide

(illus. No.)

Section No.
and Title
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(illus. No.)

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BLM MANUAL
Supersedes Rel.

ILLUSTRATION GUIDE

Reduce to 75% of size USDI-BLM Form 1221-4 (December 1982)

B-1221-1 - WRITING AND FORMATTING DIRECTIVES

Chapter III - Structuring and Formatting Manuals

Format Showing the Bottom of a Manual Page

INSTRUCTIONS

Branch of Directives Management types in Manual Release number and date Manual Release is signed.

Originating office types in Manual Release number of superseded page when final Manual is typed.

Originating office adds the word "Supplement" after "BLM Manual" and identification of responsible office.

Office maintaining the Supplement assigns the Manual Release number and date the Manual Release is signed.

Manual Supplement Page

BLM MANUAL SUPPLEMENT
Arizona State Office
Supersedes Rel. 1-69

Rel. 1-80
2/12/83

Regular Manual Page

BLM MANUAL
Supersedes Rel. 1-1136

Rel. 1-1285
3/14/83

BLM MANUAL

Supersedes Rel. 1-1350

Rel. 1-1464
7/23/86

H-1221-1 - WRITING AND FORMATTING DIRECTIVES
Chapter III - Structuring and Formatting Manuals

Flagging Additions and Revisions

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added.

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For a revised page.

Note: Do not use arrow
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the entire major section is
being reissued. Statement on
the Transmittal Sheet suffices.

H-1221-1 - WRITING AND FORMATTING DIRECTIVES
Chapter III - Structuring and Formatting Manuals
Example of a Glossary of Terms

Glossary, Page 1

2800 - RIGHTS-OF-WAY

Glossary of Terms

-A-

airways: gondolas, aerial trams or ski lifts, aerial conveyor belts, and other devices for transportation above the ground.

authorized officer: any employee of the Bureau who has been delegated the authority to perform the duties described in this Manual Section.

agency head: the head of any Federal department or independent Federal office or agency, other than the Secretary of the Interior, who has jurisdiction over the surface of Federal land.

applicant: any qualified individual, partnership, corporation, association, or other business entity, or any Federal, State, or local governmental entity or agency, which applies for a right-of-way grant or temporary use permit.

-C-

casual use: activities which involve practices which do not ordinarily cause any appreciable disturbance or damage to the public lands, resources, or improvements, and therefore, do not require a right-of-way grant or temporary use permit.

-D-

designated right-of-way corridor: a parcel of land either linear or areal in character that has been identified by law, by Secretarial Order, through the land-use planning process, or by other management decision as being a preferred location for existing and future right-of-way grants and suitable to accommodate more than one type of right-of-way or one or more rights-of-way which are similar, identical, or compatible.

-F-

Federal lands: all land owned by the United States except land in the National Park System, land held in trust for an Indian or Indian Tribe, and land on the Outer Continental Shelf.

FLPMA: Federal Land Policy and Management Act of 1976.

Note. The terms used in the glossary are derived from the statutes, regulations, and Solicitors' opinions.

BLM MANUAL

Rel. 2-151
9/10/82

H-1221-1 - WRITING AND FORMATTING DIRECTIVES
Chapter III - Structuring and Formatting Manuals

Illustration Guide

<p>Illus. No. _____</p> <p>Section No. & Title (upper case) _____</p> <p>Illus. Title (initial case) _____</p> <div style="border: 1px solid black; height: 300px; margin: 10px 0; position: relative;"> <div style="position: absolute; top: 10px; left: 10px; width: 80%; text-align: center;"> <p>(Mount illustrations within outline using rubber cement.)</p> <p>Use this illustration guide to illustrate forms, etc. when instructions for completing the form or other document are required.</p> <p>This illustration guide is 14 1/2" x 18 1/2" and is reduced to 8 1/2" x 11" for Manual inser- tion.</p> </div> </div>	<p>ILLUS. NO. _____</p> <p>INSTRUCTIONS</p>
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RE: H MANUAL
Supersedes Rel.
Form 1221-8 (February 1968)

ILLUSTRATION GUIDE
(Reduced to 8 1/2 x 11" including instructions)

INSTRUCTIONS

1. Select or design illustrations that are as concise and as self-explanatory as possible. Do not overcrowd them with too much detail or too many words.
2. Use clear and exact headings. If the illustration is a form, include the form title.
3. Insert sample entries on all forms. Give only essential instructions on how to fill out or use forms. Do not explain entries that are self-explanatory.
4. To the extent possible, keep all instructions with the illustration and out of the text.
5. Link all illustrations to the text by placing cross-references both in the text and on the illustrations.
6. Keep illustrations current. Revise them when necessary. Check your illustrations whenever you are revising the text of the Manual Section or Handbook. A change in the text often requires that illustrations also be revised, or that new ones be inserted.
7. If the illustration is a form which is printed on both sides of the sheet mount each page on a separate illustration guide.
8. To reproduce well, illustrations must be clean and neatly prepared.

B-1221-1 - WRITING AND FORMATTING DIRECTIVES
Chapter III - Structuring and Formatting Manuals

Example of an Appendix

6602 - INTEGRATED HABITAT INVENTORY AND CLASSIFICATION SYSTEM

Codes for Subphysiographic Regions of Alaska

Alaskan Arctic Coastal Plains Physiographic Region (36)

A01 Teshekpuk Section

A02 White Hills Section

Alaskan Rocky Mountain Physiographic Region (37)

A03 Arctic Foothills (Northern Section)

A04 Arctic Foothills (Southern Section)

A05 DeLong Mountains

A06 Noatak Lowlands

A07 Baird Mountains

A08 Central and Eastern Brooks Range

A09 Ambler-Chandalar Ridge and Lowland Section

Alaskan Intermontane Plateau Physiographic Region (38)

A10 Porcupine Plateau

A11 Thaysik Mountains

A12 Old Crow Plain

A13 Ogilvie Mountains

A14 Tintina Valley

A15 Yukon-Tanana Upland (Western Part)

A16 Yukon-Tanana Upland (Eastern Part)

A17 Northway-Tanacross Lowlands

A18 Yukon Flats Section

A19 Rampart Trough

A20 Kokrine-Hodzana Highlands (General)

A21 Kokrine-Hodzana Highlands (Ray Mountains)

A22 Kokrine-Hodzana Highlands (Kokrine Hills)

BLM MANUAL
Supersedes Rel. 6-65

Rel. 6-87
3/26/82

INSTRUCTIONS

1. Number appendices Appendix 1, Appendix 2, Appendix 3, and so forth as they are mentioned in the text of the Manual Section or Handbook.
2. If an appendix has more than one page, add the page number after the appendix number. All facing pages, beginning with Page 1, are numbered with odd numbers (1, 3, 5, etc.) and all back pages with even numbers (2, 4, 6, etc.).
3. Type the reference to the text (where the appendix is mentioned) directly under the page number on the first page and flush with the blue margin line.
4. Center the Manual Section or Handbook number and title on the title line of each page. The title is typed in capital letters.
5. Center the appendix title, in initial capital letters, two lines below the Manual Section or Handbook title. Put the title on the first page only.

NOTE: Preprinted material may be used in an appendix if it is a good copy. Mount preprinted copy on the typing or illustration guides with rubber cement. Keep the copy within the margin lines.

H-1221-1 - WRITING AND FORMATTING DIRECTIVES
Chapter III - Structuring and Formatting Manuals

Example of a Bibliography

Bibliography, Page 1

6602 - INTEGRATED HABITAT INVENTORY AND CLASSIFICATION SYSTEM

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- Joint Federal State Land Use Planning Commission for Alaska. U.S. Geological Survey, Washington, D.C.; Map Scale 1:2,500,000.
- BLM MANUAL
Supersedes Rel. 6-65


Rel. 6-87
3/26/82

INSTRUCTIONS

1. Use the title page, not the cover, as the source of information.
2. Arrange alphabetically, according to the last name of the author, or by the first word of a corporate author (an organization, Government agency, etc.). If the author is unknown, alphabetize the items by title.
3. The items included in a bibliography may be numbered if referred to in the text.
4. The title follows the name of the author. A period usually closes the title. Capitalize the initial letter of every word of a title, except for prepositions and conjunctions of less than four letters, and articles. Underline the title of a whole published work, such as a book or pamphlet. Enclose in quotation marks the title of part of a work.
5. After the title, include the place, the publisher, and the date of publication. Close with a period.
6. Next, show the number of pages or, if more than one volume, list the number of volumes, e.g., "3 vols."

Example of a Manual Transmittal Sheet

Form 1221-2
(June 1969)

 UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

2 MANUAL TRANSMITTAL SHEET

1 Release
1-1336
Date
7/28/36

Subject 3 1400-630 - ABSENCE AND LEAVE

4 1. Explanation of Material Transmitted: This release completely revises BLM Manual 1400-630 and incorporates the following significance changes (a) (b) (c) , etc.

5 2. Reports Required: None.

6 3. Material Superseded: Manual pages superseded by this release are listed under "REMOVE" below. No other directives are superseded.

4. Filing Instructions: File as directed below.

REMOVE:

7 All of 1400-630 (Reis. 1-628, 1-777, 1-813, and 1-1148)

9 (Total: 19 Sheets)

INSERT:

7 1400-630

9 (Total: 28 Sheets)

10 Assistant Director, Management Services

GPO 904-017

INSTRUCTIONS

1. WO Branch of Directives Management adds after release has been signed.
2. If release is a Manual Supplement, insert "Director's Office Supplement," or ("name of State) State Supplement." Otherwise, leave blank.
3. Subject code number and heading of Manual Section or Handbook.
4. Brief summary covering contents of the release and highlighting major changes in policy and procedure and new or deleted material.
5. If the Manual requires submission of information or reports on a recurring basis, list the title of the report and the paragraph citation. The Manual report requirement should clearly state the need, format, and reasons for the report. The report will be assigned a control number by the Division of Information Resources Management which will be used to maintain a current BLM Report Inventory as required by Manual Section 1222.
6. If only Manual pages are superseded, use this statement as written. If the release also supersedes Instruction Memos, add "Other directives superseded are: _____" in place of the second sentence. If no temporary directives or Manual pages are superseded, state "None."
7. Show release numbers of pages removed. Write the word "none" if nothing is being removed or inserted. If an entire Manual Section or Handbook is being removed or inserted, supply its subject code number. Following the subject code number, include all Manual Release numbers if the Manual Section or Handbook is being removed.
8. If part of a Manual Section or Handbook is being removed or inserted, list facing pages only (see Illustration 7, page 2).
9. A sheet is two pages back-to-back, as in leaves of a book. A front and a back page equals one sheet.
10. Type the signing official's name and title below the end of the text. (See Manual Section 1221.22C for the Signing Authority Chart.)

E-1221-1 - WRITING AND FORMATTING DIRECTIVES
 Chapter III - Structuring and Formatting Manuals
 Example of a State Office Manual Transmittal Sheet

Illustration 13
 Form 1221-2
 (11-7-81)

Form 1221-2
 (June 1969)



②

(STATE NAME) STATE OFFICE SUPPLEMENT
 MANUAL TRANSMITTAL SHEET

①

Release
 1-123
 Date
 6/27/84

Subject

③

1221 - DIRECTIVES

- ④ 1. Explanation of Material Transmitted: This Supplement has been revised to follow the structure of the current BLM Manual 1221. It explains step-by-step procedures used to prepare State Office Instruction Memorandums and Information Bulletins as well as explaining other aspects particular to the State Office directives system.
- ⑤ 2. Reports Required: None.
- ⑥ 3. Material Superseded: Manual Supplement pages superseded by this release are listed under "REMOVE" below. No other directives are superseded.
- ⑦ 4. Filing Instructions: File as directed below.

REMOVE

- ⑧ All Manual Section Supplement
 1221 (Rel. 1-211)
- ⑩ (Total: 17 Sheets)

INSERT

- ⑧ Manual Section
 Supplement 1221
- ⑩ (Total: 8 Sheets)

⑪ State Director
 Acting

INSTRUCTIONS

1. The Records Manager adds after release has been signed.
2. Add "State Name."
3. Subject code number and heading of Manual Supplement or Handbook Supplement.
4. Brief summary covering contents of the release.
5. If the release requires submission of a report, give the report title and frequency of submission.
6. If only Manual pages are superseded, use this statement as written. If the release also supersedes Instruction Memos, add "Other directives superseded are: _____" in place of the second sentence. If no temporary directives or Manual pages are superseded, state "None."
7. Indicate how the Manual Supplement is to be filed; such as "File at the end of the main Manual Section."
8. Show release numbers of pages removed. Write the word "None" if nothing is being removed or inserted. If an entire Manual Section or Handbook is being removed or inserted, supply its subject code number. Following the subject code number, include all Manual Release numbers if the Manual Section or Handbook is being removed.
9. If part of a Manual Section or Handbook is being removed or inserted, list facing pages only (see Illustration 7, page 2).
10. A sheet is two pages back-to-back, as in leaves of a book. A front and a back page equals one sheet.
11. Type the signing official's name and title below the end of the text. (See Manual Section 1221.22C for the Signing Authority Chart.)

BLM MANUAL

Supersedes Rel. 1-1350

Rel. 1-1464
 7/23/86